



City of Whittier

BUILDING & SAFETY DIVISION

13230 Penn Street, Whittier, California 90602-1772
(562) 567-9320 Fax (562) 567-2872

Request for Change/ New Address

Date _____

I, _____, as legal owner of the subject property, request a change/ new address.

I am requesting a change/ new address for the following reason: _____

Upon receipt of this completed form, and payment of the fee, this department will research available addresses. Once the address is accepted by the owner from the one(s) available, City staff will notify the Postal Service, Tax Assessor, Fire Department, Police Department, Public Works Department, Planning Division, Southern California Edison, and Southern California Gas Co.

It is the responsibility of the property owner to notify all others. (i.e.: Phone, Cable, etc.)

	<u>Address:</u>	<u>Suite/ Apt. No.</u>
Existing:	_____	_____
New: (Requested)	_____	_____
Assessor's ID No.:	____ - ____ - ____	

Property Owners _____

Mailing Address: _____

I, the Legal Owner, agree to hold the City of Whittier Building Department, its agents and authorized personnel, harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fees) resulting from the change of address on the subject property. If there has been a change of ownership on the property, the new owner assumes responsibility of notifying the previous owner of his or her intent to change the address..

Property Owner Printed Name Property Owner's Signature Date

Received by: Printed Name Signature Date