



Address Assignment Request Form

Date filed: _____

Instructions

An address assignment is the first step prior to proceeding with a manufactured home move permit application, new structure, or any other project that requires a new address. The applicant must remit **at a minimum:**

- ✓ Septic tank authorization from SCDHEC **or** confirmation from a licensed septic installer that septic exists on site

If the site is served by a public utility that respective entity would submit wastewater confirmation. Other documentation may be necessary at the discretion of the Addressing Department to assign and obtain an address. Upon successful review of all documentation, an address can be assigned, and the applicant will be contacted within 4 to 5 business days.

The applicant hereby requests an address assignment. Please fill out information below to ensure a timely response.

APPLICANT(S) [print]: _____

Address: _____

Telephone: _____ [work] _____ [home/cell]

Email: _____

OWNER(S) [if other than the Applicant(s)]: _____

Address: _____

Telephone: _____ [work] _____ [home/cell]

Email: _____

PROPERTY ADDRESS (Site Location): _____

Tax Map No (TMS#): _____

Lot _____, Block _____, Subdivision _____

Zoning District: _____

Date: _____

Signature: _____

Print: _____