

Building Inspection Division Change of Address Request Form

(Please print all information in black ink)

Instructions

BID Staff

1. Verify the permit number, street address, and requestor's authority to change the address of an issued permit on the JAXEPICS website. List the base permit (s) numbers and associated permit numbers in the space provided below.
2. Include an updated Permission by Owner form and recorded Notice of Commencement with the new address.
3. Once Addressing approval is obtained, BID staff will then modify the issued permit information in the JAXEPICS website for all affected permits listed on the request form. If any of listed permits are **Electrical**, the package is given to the Electrical section for information processing to JEA. Once complete, then place in the Scanning basket.

Document Imaging Staff

1. Scan all documents in the package to the new street address and scan the Change of Address form to the old address. For scanning permit applications, use the document type for each permit type. Use the Change of Address document type for scanning the request form.

Date: _____

Requested By: _____
(Permit Holder or City Agency)

Address Changed From:

_____, Jacksonville, Florida

Address Changed To:

_____, Jacksonville, Florida

Permit # (s):	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Addressing Approval: _____ **Date:** _____

BID Staff: _____ **Date:** _____
(Please Print Name)

Electrical Activity: _____ **Date:** _____
(Please Print Name)

Doc Imaging: _____ **Date:** _____
(Please Print Name)