



### Unit Level Addressing Form

This form is intended to aid in the development of unit level addresses. This data will be used by Poudre Fire Authority, USPS, Fort Collins Utilities, and Building Services. If your project is commercial, industrial, or multifamily with three or more tenant units, you will need to file this form with the GIS Department ([gis@fcgov.com](mailto:gis@fcgov.com)), which assigns addresses according to City standards for emergency services.

Project Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Building Permit Number: \_\_\_\_\_ Number of Tenant Spaces: \_\_\_\_\_

Owner/Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*Please include copies of the floor plans or use the space below to illustrate the tenant layout of each floor.*

Office Use:  
Assigned Addresses: \_\_\_\_\_  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_