



DEVELOPMENT SERVICES

BUILDING • FIRE • PLANNING • PUBLIC WORKS
www.mybuildingpermit.com • www.kirklandpermits.net

Change of Address Request Form

Building Services

Complete this form to submit at City Hall or send via email to COKAddress@kirklandwa.gov.

The following information is required in order for the GIS Division to review your request for a change of address. Please assist us by **ENTERING ALL INFORMATION REQUESTED**. You will be notified within **5 business days** once the form has been submitted.

Property Owner's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Current Address: _____

New Address: _____

Reason for change: _____

Owner's Printed Name: _____

Owner's Signature: _____ Date: _____

If this request is approved, the owner is responsible for notifying the King County Treasurer, utility companies (personal accounts for telephone, cable electrical, gas), voter and vehicle registrations, also the U.S. Postal Service, and fire or burglar monitoring companies.

OFFICE USE ONLY

GIS: Approved Denied

Building Official / Fire Marshall: Approved Denied

Old Address: _____

New Address: _____

Reason for change: _____

Parcel Tax Account #: _____

GIS Map/EnerGov changed by: _____ Date: _____

Correspondence sent by: _____ Date: _____

Notification sent to:

Finance Department

Planning & Building Department

Public Safety

Utility Companies

Public Works Department

U.S. Postal Service

King County E-911 / NORCOM

King County Dept. of Assessments

Waste Management