



CITY OF SIDNEY
www.sidneyoh.com

APPLICATION FOR NEW ADDRESS

I. General Information

Name of Applicant _____

Address of Applicant _____

Telephone No. _____ Email Address _____

Name of Property Owner _____

Address of Owner _____

Telephone No. _____ Email Address _____

Contact Person _____ **Telephone No.** _____

II. Property Description

This is a (check all that apply): New Construction _____ Existing _____

Subdivision _____ Corner Lot _____ Multi-Unit _____

If Existing, please explain reason for address request. For example, structural changes, additional structures, etc:

Application must be submitted with a plat map or a site plan drawn to scale. The existing street location must be shown. A drawing of the structure must also be submitted showing the layout of the building and including the location of all entry doors with individual unit doors clearly marked and the number of floors the structure has. A clear distinction must be made for multiple unit dwellings. If necessary, please summarize below.

I understand that a **24 hour notice** is required before purchasing a Building Permit for new construction. Because address request may change, the assigned address is *temporary* until this notice is made. Prior to the notice, the address will not be entered into the City's Address Database. For existing structures, once a new address is requested and approved, the address will be considered permanent. I understand that once a Building Permit is issued or a new address assigned, I am responsible for properly displaying an address marker that is clearly visible according to the City of Sidney's Code of Ordinance which includes the Ohio Building and Fire Code, along with the City's Address Policy.

Signature of Applicant _____ Date _____

FOR OFFICE USE ONLY

Address Assigned _____

Additional Property Addresses _____

County Parcel ID Nos. _____ Lot Nos. _____

Site Plan Approval - Yes _____ No _____ Reason _____

Zoning Districts _____ Location/ Property Master _____ Distribution _____

Other: _____

Application is Approved Disapproved with Reason

Date _____ Approved By _____

Notes: _____

Addresses will be assigned according to the City of Sidney Address Policy. Section 321.1 of the 2006 Ohio Building Code requires new residences to obtain an address number and Section 105.1 requires address approvals for residences with an occupancy changes or building alterations.

Addresses shall be assigned to each habitable or critical structure. Any person owning, controlling, occupying, or using a building or critical structure shall display a permanent marker displaying the assigned address number. Addresses shall not be assigned to structures that are simply accessories to another building. The City will review each case and assign addresses as necessary.

In general, addresses are considered based on entryways into the structure and into individual unit spaces. A single building that has multiple, separate tenant spaces or separate residential units, may require a separate address number assigned to each unit. Where a single building has a single entryway to multiple units, only one address shall be assigned & each door may be distinguished by a suite or unit number.