



# REQUEST FOR CHANGE OF ADDRESS ON PERMITS

There is a \$50.00 fee, per address, to make an address change if the applicant requested the wrong address. If the department made the error, then there is no fee.

*(Address, Building #, suite # = one address – i.e. 1901 Alamo, Bldg #1, Suite #123)*

Request by email at [DSD.addressing@sanantonio.gov](mailto:DSD.addressing@sanantonio.gov)

Requested by: \_\_\_\_\_

Print name	Signature	Date
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Please describe the reason for change of address: \_\_\_\_\_

\_\_\_\_\_

**\*\*\*ONE ADDRESS CHANGE PER FORM\*\*\***

Address changing **from**: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Address

Bldg#

Suite#

Address changing **to**: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Address

Bldg#

Suite#

**\*\*All changes of fire system permits must be made by the office of the San Antonio Fire Marshall\*\***

COMMERCIAL                     
  RESIDENTIAL                     
  SCHOOL

Please provide a list of all permits that require change of address.

PERMIT TYPE	PERMIT NUMBER
(EXAMPLE) COMBLDGEN	1234567

Total amount due: \$ **50.00**

\_\_\_\_\_  
 Verified By: