



## Address Verification Process Information

The primary reason for the address verification process is to correctly identify the address where the work is being performed. Placing the project on the correct address also serves as an accurate record of all work performed on a site. This historical record is a useful tool for future construction. Attached below for your use is a sample address verification form. **To obtain for your address an online address verification, please [Click Here](#).**

### Addressing Verification Internet Form

To: Charlotte-Mecklenburg Code Enforcement

From: Mecklenburg GIS Database

Date: **TODAY'S DATE**

### Address of Record

*Assigned Street Address:* **YOUR ADDRESS**

*Jurisdiction:*

*Sphere of Influence:*

*Parcel Number:*

### **Addressing Verification Form Disclaimer**

The party indicated on this application shall be responsible for maintaining this address throughout the life of the project from plan submittal through final C/O. the contents of this form reflect information provided by the party listed. **NOTE: Incorrect information may result in delays in getting final approval of permits and the final C/O.**

Special Circumstances: if a temporary address is being verified for the purposes of Plan Review, the responsible party will be required to obtain and submit a new form verifying the permanent address prior to issuance of the permit.

### Customer Section (to be completed by customer):

Remarks: Please add a brief description of scope of work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name and Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name (please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_