

# Address Change Request

City of Wausau Department of Inspection and Zoning  
407 Grant Street, Wausau, WI 54403-4783  
715.261.6780 / fax 715.261.4102  
[inspections@wausauwi.gov](mailto:inspections@wausauwi.gov)



*Address numbers are assigned to each parcel at the time they are created. If there is a need to change or add addresses, please complete this form. Failure to complete the form will result in delays and your request may be denied.*

<b>STEP 1 – Complete Property Information</b>		
Parcel ID Number (PIN) <i>This can be found on your tax bills:</i>		
____ - ____ - ____ - ____	Residential	Commercial
Property Address		
Owner's Name/Corporate Name		
<b>STEP 2 – Complete New/Additional Property Address</b>		
Requested Address (if applicable)		
Replacing Current		
Additional		
<b>Step 3 – Signature and Contact Information</b>		
Signature (Current owner/Authorized member of corporation or legal entity)		
Title (if in company name)		
Telephone number		
Email		

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## Step 4 – Reason for Request

*\*Supplemental information can be included such as: a site plan, new driveway location, etc.*

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## Step 5 (Office use only)

Approved

Denied

New/Additional Address(es)

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**\$50.00 Processing Fee Applies for Residentially zoned parcels**  
**\$150.00 Processing Fee Applies for Commercially zoned parcels**

Zoning Administrator Signature \_\_\_\_\_ Date: \_\_\_\_\_

### Notifications will be sent to the following:

Scott Mayer, Postmaster, United States Postal Service  
Melani Lemanski, Assessment Department  
Dan Kerntop, GIS Analyst  
Alexandra Peacock, Marathon County GIS  
Kaitlyn Bernard, City Clerk

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