



Marion
County
FLORIDA
PUBLIC SAFETY
COMMUNICATIONS

**MARION COUNTY
BOARD OF COUNTY COMMISSIONERS**

**Public Safety Communications
9-1-1 Management Division
2630 SE 3rd Street, Ocala, Florida 34471
(352) 671-8460 • Fax (352) 671-8798
TDD (352) 671-8799**

ADDRESS APPLICATION

(Drop this off with the Building Permit paperwork if pulling a permit)

1. Tell us where your property is:

Parcel ID Number _____ Section _____ Township _____ Range _____
Subdivision & Phase/Unit _____ Block _____ Lot(s) _____

2. What type of work are you doing?

(check one from this group) SFR Mbl/Mfg Home Commercial Bldg Vacant Other _____

(check one from this group) New Replacement

List the former structure's address here _____

Resident name _____ Structure phone _____

3. Site Plan Information (Site plan must be complete, no exceptions):

All structures must be indicated. All addresses must be identified for existing structures. All roads bordering your property must be identified. Indicate front door. The property dimensions indicated on your site plan must match your legal description. (If you only have a part of the parcel above, include a copy of your deed.)

On what road does your driveway come out? _____

_____ Structure is 50' or more from frontage road OR

_____ Access to, or vision of, front door is/will be obstructed in some way (fence, ditch, etc.) OR

_____ Corner lot — Which street does your front door face: _____

4. Mail the information to the following address:

Daytime phone, including area code (M thru F, 8-5):

NOTE: *Incomplete or illegible items delay address processing and may result in permit hold, C/O hold, non-issuance or change of address for your structure.*

5. Office Use Only

ARN# _____ Work Type _____ By _____ Date _____

Address _____ MMV _____

Community _____

Letter Type (R / C / V / T) _____ Map Used _____

HOW TO COMPLETE THE 9-1-1 MANAGEMENT ADDRESS APPLICATION

Section 1 — Fill in all the blanks in this section

A copy of the site plan is required to plot **every** legal description supplied. If it DOES NOT match, an effort to contact you by phone will be made. If unsuccessful, notes and/or a permit hold will be placed against the permit.

If replacing a home or your present address needs verification, all current phone numbers assigned to that structure MUST be listed.

Section 2 — Check one work type AND one structure type

Identifying structure type is how your address is referenced. This also prevents duplicate addressing and re-addressing of structures or parcels where the address is already known. Indicate if a NEW structure is being added or an existing one is being REPLACED.

If “Other” is selected, identify what type of work is being done (well, electric, pole barn).

Section 3 — The site plan must be complete to receive a 9-1-1 sign-off

- Indicate all streets surrounding your property
- Indicate the FRONT of your structure
- Show all structures (barns, apartments, guest houses, etc)
- Your property dimensions MUST MATCH the legal description of current record
- If there is a change in the legal description, include a copy of your deed showing the new legal description

Note: The site plan may be hand-drawn to scale. A copy may be also printed from the property appraiser’s website, using the “Map It” tool: www.pa.marion.fl.us

Section 4 — Complete return/mailing information

All contact information must be completed, including your name, company name, full address (city, state, zip code). If applying for a permit, your address and posting requirements will be listed on your job card.

Include your phone number in case there are questions regarding the application.

Section 5 — Leave this section blank.

The last section is for office use only.

If you have any questions, please call (352) 671-8460. Thank you.