

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@ci.wausau.wi.us



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.

STEP 1 – Complete Property Information		
Parcel ID Number (PIN) <i>This can be found on your tax bills:</i>		
____ - ____ - ____ - ____	Residential	Commercial
Property Address		
Owner's Name/Corporate Name		
STEP 2 – Complete New/Additional Property Address		
Requested Address (if applicable)		
Replacing Current		
Additional		
Step 3 – Signature and Contact Information		
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.*

Step 5 (Office use only)

Approved

Denied

New/Additional Address(es)

\$39 Processing Fee Applies

Zoning Administrator Signature _____ Date: _____

Notifications will be sent to the following:

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

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