



COMMUNITY SERVICES  
Development Services  
Enquiry Centre

## REQUEST FOR ASSIGNMENT OF ADDRESS FOR SECONDARY SUITE

1. Request for additional address is required from the registered property owner.
2. Addresses are assigned based on the access location and must be in sequential order. Where insufficient numbers are available, suite numbers will be assigned to both the principal dwelling unit and secondary suite.
3. Requests can be made in person during office hours (8:30-4:30, Monday to Friday) or be mailed to the address at the bottom of this page.

DATE: \_\_\_\_\_

CURRENT HOUSE ADDRESS: \_\_\_\_\_

ADDITIONAL ADDRESS REQUESTED: \_\_\_\_\_

EFFECTIVE DATE (IF NOT IMMEDIATE): \_\_\_\_\_

APPLICANT: *(PLEASE PRINT CLEARLY)* \_\_\_\_\_

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

MAIL TO:

Addressing Coordinator, Development Services,  
2675 Yukon Street,  
Vancouver, B. C.  
V5Y 3P9

OR attach completed form and email to: [address.coordinator@vancouver.ca](mailto:address.coordinator@vancouver.ca)

### OFFICE USE ONLY:

RECEIVED BY: \_\_\_\_\_

ACCESS PER PLANS: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

PRISM \_\_\_\_\_ DOMINO \_\_\_\_\_

AMANDA \_\_\_\_\_