



City of Rice
PO Box 97 – 305 N Dallas Street
Rice, Texas 75155
Phone: (903) 326-7500
permits@ricetx.gov

911 ADDRESS PERMIT REQUEST

FOR YOUR INFORMATION

An enhanced 911 (E911) Address serves both the physical or site address for a property, and is a location identifier for emergency services.

INSTRUCTIONS

1. Please complete ALL portions of this application.
2. Attach your proof of ownership of the property by copy of the warranty deed or contract.
3. Provide "SURVEY" or "DRAW A MAP" portioned with the driveway marked with an "X".
4. Upon receipt of application, a notice to pay will be emailed to you. Please immediately make payment so that your application can be processed. Processing generally takes 5 - 7 business days for the new address to be assigned.

NOTE

- We only provide addressing for the city limits of Rice and the ETJ of the City of Rice. Anything outside of the ETJ will have to go to Navarro County for 911 addresses/permits.
- If the driveway opens up onto a state roadway, you may need approval for the placement of the driveway from TxDOT.
- If the property is accessible through someone else's property, you must include a copy of the granted easement with the survey showing the easement.
- Rural addresses are based on the location of the primary driveway. Please note that moving your driveway will result in a new address and you will need to contact Rice City Hall to report the move and obtain a new 911 address.

If you are unable to furnish the requested information for any reason, or if you have any questions, please do not hesitate to contact Rice City Hall at (903) 326-7500.



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Application Information:

Name: _____ Cell #: _____

Email Address: _____

Current Mailing Address: _____

City: _____ State: _____ Zip Code: _____

How do you wish to receive your new address notification?

☐ Standard USPS Mail ☐ Pick up at office ☐ Email

New Address Information:

Type of Construction:

☐ Residential – _____ ☐ Commercial: _____
Name/Type of Business

☐ New Construction _____ ☐ Farm & Ranch
Sq ft of heated/cooled space

☐ Mobile Home (new/used) _____ ☐ Other: _____
Dimensions

Description of Proposed Construction:

Estimated Cost of Construction: _____



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Property Description:

1. Road name used to access your structure: _____
2. Name and address of nearest neighbor: _____
3. Is there currently a structure on the property: ☐ Yes ☐ No
4. If the building site is in a planned subdivision, please provide the following information:
Subdivision Name: _____ Lot Number: _____
5. Tax parcel information (*from Navarro Central Appraisal District – www.navarrocad.com*)
Tax Parcel ID Number: _____ Acreage: _____

Signature: _____ **Date:** _____



Draw a Map Below

PLEASE SHOW THE FOLLOWING INFORMATION

- _____ Location of your home (or proposed home) and new or existing driveway
- _____ The closest intersection to your driveway
- _____ Location of the nearest neighbors and their house numbers
(both sides and across the street)