



**COMMERCIAL PROPERTY OWNER  
NOTIFICATION REQUEST FORM**

Version 2024-07-10

The EnerGov Permitting System creates a Property Owner Contact that is attached to each Permit Case and Plan Case. If a Property Owner wants to receive automated EnerGov Notifications related to Cases on their property, County staff must add the Owner's email address to the Property Owner Contact.

The County is providing this optional customer service to assist Property Owners.

- Add Email Address to Property Owner Contact       Update Property Owner Contact Email Address

**Property Owner Information**

|                 |
|-----------------|
| Legal Name:     |
| Street Address: |
| City/State/Zip: |
| Email Address:  |

**Property/Parcel Information**

| #   | Parcel GPIN # (e.g., 8193-02-7682) | Or Street Address (e.g., 5 County Complex Court) |
|-----|------------------------------------|--|
| 1.  |                                    |  |
| 2.  |                                    |  |
| 3.  |                                    |  |
| 4.  |                                    |  |
| 5.  |                                    |  |
| 6.  |                                    |  |
| 7.  |                                    |  |
| 8.  |                                    |  |
| 9.  |                                    |  |
| 10. |                                    |  |

If more space is needed, please complete an additional Commercial Property Owner Notification Request Form.

**Authorized Agent**

|   |       |
|---|-------|
| Name of Person submitting this form:  |       |
| Title or Relationship to Property Owner:  |       |
| Signature:  | Date: |
| <input type="checkbox"/> By checking this box, I agree to electronically signing this form. |       |

Email the completed form to [BDDPermits@pwcgov.org](mailto:BDDPermits@pwcgov.org)