Process For:
1. New Building
2. Remodeled for a different use
3. New Road
4. Change of Existing Road Name

Is there a New Or Renamed Road?

Adopt Road Name

Will Mail Delivery be through Campus Mail?

Will bldg/units be billed directly via Consumers and/or City?

Register Address

Coordinate New Address:
City Assessors Office.
Address is to be registered with USPS as Deliverable

USPS Checks for Address Validity

Notify Utilities of Service Address (Service Address is needed to establish a meter)

Notification of Address

Results:
1. Mail goes to the right place.
2. Customers or University is billed correctly.
3. University and Local Gov’t Databases are populated properly

Coordinate with WMU Logistical Svcs (FedEX/UPS)

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