

General Guidelines to Submit Address Assignment Application

New Address: When any new building or unit is proposed, a separate Address Assignment application should be made to the Addressing Section of the Building Division so that the new address(es) can be established. The staff reviews the application for consistency with the existing addresses adjacent to the subject property and the city-wide numbering grid. It is recommended that the request for new addresses be made during Planning Permit submittal, if any. Otherwise, the Address Assignment application should be made prior to or during Building Permit application submittal.

Once all required documents have been submitted and the new addresses are assigned and approved by the Addressing Section, an addressing notice will be prepared and distributed to various city departments, county agencies (including the County Assessor's Office and County Communications/911), as well as many outside service providers (PG&E, AT&T, Comcast, etc.).

Change of Existing Address: The City will only consider an Address Assignment application for change of existing address, if the request meets one of the following criteria:

- The existing address number is out of sequence with the numbers adjacent to the subject property
- The address number is duplicated or the same address number exists on a similar street name
- The existing or newly remodeled main entrance is on a different street (typical of a corner lot)
- The applicant has documented difficulty receiving emergency services (must provide documentation)

We do not change existing address numbers based on the perceived beneficial factors and/or cultural preferences because so many agencies and service providers are affected.

Application Process:

- Address Assignment application can be accessed at www.sanjoseca.gov/building/forms.asp
- If your project involves a Planning application please submit a concurrent Address Assignment application and additional submittal requirements to the Permit Center, Building Division on the first floor of the City Hall, when you file the Planning Permit application.
- The City will not issue any construction permit until the completed Address Assignment application is reviewed and, all addresses are determined, assigned and the addressing notification is sent out.
- Applicant(s) for tenant improvements or other alterations to developed sites should submit the Address Assignment application at least two weeks prior to the Building Permit submittal.
- If you are using the Expedited Plan Review service for project review please submit your Address Assignment application, at least two weeks prior to the submittal of the Building Permit application.
- Failure to apply for the Address Assignment application may delay the issuance of Building Permit.

1. Fees:

An initial processing fee for a minimum of two hours of staff time (non-refundable) shall be paid at the time of Address Assignment application submittal per the current Fee Schedule. Fees for additional time will be charged at the hourly rate and shall be paid prior to address assignment. To access fee details, visit: <http://www.sanjoseca.gov/building>

2. Address Assignment Application Requirements:

- a) A completed Address Assignment application. This form must be signed by the property owner, or his/her legal representative. A tenant cannot sign for a property owner. If the applicant is not the property owner, the property owner's authorization to sign the application must be submitted. (It is recommended that applicants review *Good Examples of Completed Applications*, on the web site <http://www.sanjoseca.gov/building/Forms.asp>. The Address Assignment application will not be processed unless the application is completely filled out, as recommended.)
- b) One scaled copy of a site plan (11"X17" size) which shows the property lines, north arrow, the new building footprint and entrance(s), etc.
- c) One site plan, indicating two addresses on each side of the subject property location (and addresses above and below, if applicable,) along with the closest address across the street from the entrance to the building requesting address assignment. Identify the entrance to the building.
- d) Depending on the type of project, additional submittal requirements may apply. (See detailed submittal information and good examples below.

3. Detailed Submittal Information and Good Examples:

Detailed submittal information, requirements and Good Examples of completed Application Forms on the following building types are available on website <http://www.sanjoseca.gov/building/Forms.asp> (See 'Miscellaneous Section' of the 'Application Forms' Page):

- Single Family Residences, Duplexes and Triplexes
- Detached Single Family Tracts and Four or Fewer Single Family Lots
- Residential Condominiums and Townhomes
- Non Residential Condominiums
- Multi Family Apartments
- Commercial Developments
- Secondary Units

Limitations:

- Addresses **are not** assigned to empty lots, vacant land, or where work will not be performed.
- Addresses will only be assigned when new development or alteration work is proposed; or a change of use is proposed/ approved.
- Other approvals (such as Planning and Public Works clearances, Recording of Property with the Santa Clara County) may be required in order to release assigned addresses.
- Beginning in 1984, the City of San Jose ceased allowing alpha designations or hyphenations as part of the official address. (For example 12A Elm St., 27-B Main St. or 100 Central Av., Unit A).

To Correct Street Name Problems:

For any inquiries regarding street naming, please consult Planning staff at the Planning Counter of the Permit Center, located on the first floor of City Hall, at 200 East Santa Clara Street, or call the Planning Customer Service phone number at (408) 535-3555 and ask to speak to a Planner. The Planning Customer Service phone hours and the Planning Counter hours are posted on the Planning website <http://www.sanjoseca.gov/planning/>

Note: Based on the scope of work other supporting documents may be required. Please refer to Detailed Descriptions and Good Examples in section 3 above for additional guidance.

CITY OF SAN JOSE ADDRESS ASSIGNMENT APPLICATION

In order to process your *Request for Address Assignment*, the application must be complete and comply with the General Guidelines for the Address Assignment Application and application fee must be paid per the Fee Schedule. Submittal documents and requirements will vary based upon the proposed scope of work. If you have additional questions please call (408) 535-3555.

TO BE COMPLETED BY STAFF

Date: _____ Received By: _____ IR# _____

TO BE COMPLETED BY APPLICANT (Please print or type)

Current Property Address: _____

Request Type:

New Address Add Address Change Address Add Suite Change Suite

Describe reason for address request: _____

(Please refer to 'Change of Existing Address' on page 1 of the attached General Guidelines to change an address.)

Assessor's Parcel No. (APN): _____ **Tract No.** _____ **Lot No.** _____ **No. of Stories** _____

Planning File No/s. _____ **Building Plan Check (P/C) No/s.** _____

Type of Building:

<input type="checkbox"/> Single Family	<input type="checkbox"/> Condominium	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Office/Bank	<input type="checkbox"/> Recreational
<input type="checkbox"/> Duplex	<input type="checkbox"/> Apartment	<input type="checkbox"/> Retail/Store	<input type="checkbox"/> Medical Building	<input type="checkbox"/> Commercial
<input type="checkbox"/> Townhouse	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Church/Assembly	<input type="checkbox"/> Educational	<input type="checkbox"/> Industrial
<input type="checkbox"/> Other (Specify building type)				

Property Owner: _____

Applicant: _____ **Firm:** _____

Circle one: Architect Contractor Developer Engineer Property Owner Tenant Other

Phone Number: (____) _____ Fax Number: (____) _____ Email: _____

TO BE COMPLETED BY PROPERTY OWNER (Please print or type)

Note: No permit will be issued for construction until the address is assigned. If the applicant is not the property owner, property owner's authorization to sign application shall be submitted.

Name: _____ **Title:** _____
Company Name (if applicable)

Circle one: Property Owner Legal Representative

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone Number: (____) _____ **Email:** _____

Signature: _____ **Date:** _____