

## **Assigning New Addresses - General Guidelines**

**Page 1 of 2**

When construction of any new development is proposed, a separate application needs to be made to the addressing section so that the new address(es) can be established. The addressing section assigns new addresses that will be consistent with both the existing adjacent addresses and the city-wide numbering grid. It is recommended that the request for new addresses be made concurrent with, or as soon as possible after, submittal for building permits.

Once addresses are assigned and all required documents have been submitted and approved by the addressing section, an addressing notice is prepared that is distributed to various city departments, county agencies (assessor's office and county communications/911) as well as many outside service providers (PG&E, SBC, Comcast, etc.).

### **The following information is required for all address requests:**

- A completed *Request for Address Assignment* form, available here (scroll-down to the last page of this document) or in the Building Division's permit center. This form must be signed by the property owner, or his/her legal representative. A tenant cannot sign for a property owner.
- One reduced-scale copy (8½ x 11 or 11x17) of a site plan which shows the property lines, the new building's footprint and entrance(s).
- On site plan, indicate the addresses on each side of the building site, along with the closest address across the street from the entrance of the building.
- Depending on the type of project, additional submittal requirements may apply. Please click on the following links to more detailed submittal information and requirements for:
  - [Single Family Residences, Duplexes and Triplexes](#)
  - [Detached Single Family Tracts](#)
  - [Condominiums and Townhomes](#)
  - [Multi Family Apartments](#)
  - [Commercial Developments](#)

### **Changing existing addresses:**

Because so many agencies and service providers are affected, we do not change existing address numbers based on their perceived beneficial properties and/or cultural preferences. Existing address numbers can only be changed for one of the following reasons.

- The existing address number is out of sequence with the adjacent address numbers
- 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 (typically a corner lot)
- You have documented difficulty receiving emergency services

**Fees**

- An addressing fee of \$ 114.00 per hour, with a two-hour minimum, will be assessed per request for the addressing process.

**For Verification of Existing Addresses**

If you wish to verify an existing address and you have the assessor's parcel number, contact the Assessor's office (408 299-3227) and they will provide the address to you. If your property is located in an unincorporated area, contact the County of Santa Clara Building Department (408 299-2351) for information.

**For Street Name Problems**

If you need information regarding a street name problem, please contact the Planning Division. The Planning Division is responsible for all street name inquiries. The Planning Division is located at 200 East Santa Clara Street.

**Limitations**

- 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).
- Addresses **are not** assigned to empty lots, or vacant land, where work will not be performed.
- Addresses will only be assigned when new development or alteration work is proposed.
- Other approvals (such as Planning and Public Works clearances) may be required in order to release assigned addresses.

**Note:**

- Based on the scope of work, other supporting documents may be required on a case by case basis. Please refer to the more detailed descriptions for the type of project you are proposing for additional submittal requirements.

**REQUEST FOR ADDRESS ASSIGNMENT**

In order to process your request for address assignment, all applicable information must be completed. Please refer to the attached Address Submittal Requirements sheet for information and instructions on providing the required submittal documents. Submittal requirements will vary based upon the proposed scope of work. If you have additional questions contact the Address Assignment Desk at (408) 535-3555.

Submittal Date: \_\_\_\_\_

Received By: \_\_\_\_\_

**TO BE COMPLETED BY APPLICANT**

(Please type or print neatly)

Current Property Address: \_\_\_\_\_

**Request For:**

New Address \_\_\_\_\_ Add Address \_\_\_\_\_ Change Address \_\_\_\_\_ Add Suites \_\_\_\_\_ Change Suites \_\_\_\_\_  
 (See note below) (See note below)

Applicant: \_\_\_\_\_ Firm: \_\_\_\_\_

(Check one)

Property Owner  Developer  Tenant  Architect  Engineer  Contractor  Other

Voice: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: ( ) \_\_\_\_\_

APN: \_\_\_\_\_ P/C # : \_\_\_\_\_  
 (Assessor's Parcel Number) (Building Division Plan Check Number)

Tract: \_\_\_\_\_ Lot: \_\_\_\_\_ PD # : \_\_\_\_\_  
 (Planning Dept. Approval Number)

**Type of Building:**

\_\_\_ Single Family \_\_\_ Condominium \_\_\_ Restaurant \_\_\_ Office/Bank \_\_\_ Recreational  
 \_\_\_ Duplex \_\_\_ Apartment \_\_\_ Retail/Store \_\_\_ Medical Building \_\_\_ Commercial  
 \_\_\_ Townhouse \_\_\_ Hotel/Motel \_\_\_ Church/Assembly \_\_\_ Educational \_\_\_ Industrial

\_\_\_ Other \_\_\_\_\_ Number of Stories \_\_\_\_\_

**Describe Scope of Work:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Note: When work is not performed, a request for change of address can only be granted for one of the following reasons:

\_\_\_ Address is out of sequence, or out of range \_\_\_ Existing entrance for corner property is on different street  
 \_\_\_ Existing duplicate address, or street name \_\_\_ Problems receiving emergency services (documentation must be provided)

**TO BE COMPLETED BY PROPERTY OWNER**

If the property is owned in partnership or by a corporation, then a partner or corporate officer may sign as Owner.

Name: \_\_\_\_\_ Firm: \_\_\_\_\_  
 (check one) Company Name (if applicable)

Property Owner  Partner  Corporate Officer

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: A tenant or leasee may not sign for property owner.

NOTE: This application may be faxed to (408) 292-6214.