



# Address Assignment Request

Planning, Building and Code Enforcement

Staff will assign FILE #

Use this form to request the assignment of an address to your project. For information on the addressing process, please see page 2. Note that addresses will only be assigned when new development or alteration work is proposed. **If no new construction or alteration is proposed, a change of address will ONLY be granted for one of the following reasons:**

- The existing entrance on a corner lot is on a different street.
- You have documentation that demonstrates difficulty in receiving mail or emergency services.

## INSTRUCTIONS

Submit the form and items below (other documents may also be required depending on your project scope):

### For all requests, you must provide:

- Site Plan - Drawn to scale and showing property lines, building footprint, and entrance to the building
- Addressing Fee (2-hour minimum of \$358.00)

**For changes to suite or unit numbering:** In addition to the above, you must also provide Floor Plans.

**To submit your request package (appointments are required) or for addressing questions, please contact:  
Kristi Ojigho: 408-794-7482 or Kristi.Ojigho@sanjoseca.gov**

Applicants undergoing Plan Review may choose to drop off their request at the Permit Center Assistance Desk.

Use the computer-fillable form at [www.sanjoseca.gov/building](http://www.sanjoseca.gov/building) or please use INK and PRINT clearly.

CURRENT PROPERTY ADDRESS if any:	NUMBER	STREET	SAN JOSE	ZIP
ASSESSOR'S PARCEL NUMBER:	TRACT #:	LOT #:		
PLAN REVIEW # if any:	PLANNING APPROVAL # if any:			
APPLICANT NAME:				
APPLICANT IS <i>check one</i> : <input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> DEVELOPER <input type="checkbox"/> DESIGNER				
FIRM NAME if any:				
PHONE:	EMAIL:			

### REASON FOR ADDRESS REQUEST *check one*:

- Constructing a new building on a parcel with no address
- Replacing a building and including a change in use
- Replacing a building and prior use will continue
- Demise or combine suites in a multi-tenant building
- My corner lot entrance is on a different street
- I'm having difficulty receiving mail or emergency services

### PLEASE DESCRIBE YOUR REQUEST BRIEFLY:

---

---

---

PROPERTY OWNER OR AUTHORIZED LEGAL REPRESENTATIVE MUST COMPLETE THIS SECTION	
PROPERTY OWNER NAME:	
FIRM NAME if any:	
MAILING ADDRESS:	
PHONE:	EMAIL:

● PROPERTY OWNER SIGNATURE

DATE [00/00/20XX]

*continued >*

## PROCESS AND REQUIREMENTS FOR REQUESTING A NEW ADDRESS

### NEW CONSTRUCTION/DEVELOPMENTS

When construction of any new development is proposed, an addressing process is required to establish new addresses. New addresses are assigned consistent with the existing addresses and the city-wide numbering grid.

Applicants should submit an Address Assignment Request for large developments concurrent with the planning permit process. For smaller projects, applicants can submit the request during the building plan review process.

Once addresses are assigned, city staff will prepare an addressing notice and send it to the US Post Office, Santa Clara County Assessor, utility companies, emergency services, and city departments.

Failure to apply for the Address Assignment application may delay the issuance of a building permit.

### BUILDING DEMOLITIONS

If a new building is to replace a demolished building and there is no change in use, the existing address is assigned to the new building. If a new building replaces a demolished building and there is a change in use, the existing building address is retired and a new address assigned to the new development.

### CHANGING EXISTING ADDRESSES

Existing address numbers will be changed only if one of the following reasons applies:

- There is an entry change on a corner lot where building permits are issued for a remodel.
- You have documentation that demonstrates difficulty in receiving mail or emergency services.

### ADDRESSING LIMITATIONS

There are limitations to how addresses can be assigned. These include:

- **Multi-tenant buildings.** Multi-tenant buildings will have one street address with suite numbers for tenant spaces, and one address is assigned per tenant space.
- **Vacant lots.** Addresses are not assigned to empty lots or vacant land until plans for development are submitted.
- **Work must be proposed.** Addresses will only be assigned when new development or alteration work is proposed.
- **No alpha letters or hyphenation allowed.** Beginning in 1984, the City ceased allowing alpha designations or hyphenations as part of the address. Examples of such addresses: 12A Elm Street; 27-B Main Street; or 100 Central Avenue, Unit A.

### FEES

A fee of \$358.00 with a two-hour minimum will be assessed per request to process the addressing assignment. The minimum fee is collected when the application is submitted.

### CONTACT

Appointments are required to submit your request package. For an appointment or for questions concerning addressing, please contact:

Kristi Ojigho  
408-794-7482  
Kristi.Ojigho@sanjoseca.gov