General Guidelines for Address Assignment

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. Addresses are not assigned to vacant land when no work is proposed. If a building is being demolished the building address is retired and a new address assigned to the new development unless there is no change in use.

It is highly recommended to submit address request for large project concurrent with the Planning Division permit process. For smaller projects addressing requests can be submitted during the Building Division plan check process.

Once addresses are assigned an addressing notice is prepared and sent to our distribution list that includes the post office, county assessor, city departments, utility companies and emergency services.

Requirements:

- A completed Request for Address Assignment form. This form must be signed by the property owner, or his/her legal representative. A tenant cannot sign for a property owner.
- Site plan showing the property lines, building footprint and entrance to the building.
- Floor plans are required for changes in suite or unit numbering.
- Based on the scope of work, other supporting documents may be required.
- Failure to apply for the Address Assignment application may delay the issuance of Building Permit.

Changing existing addresses:

Existing address numbers can only be changed for one of the following reasons:

- The existing address number is out of sequence with the adjacent addresses
- Entry change on a corner lot with building permits for a remodel
- You have documented difficulty receiving emergency services or mail delivery

Addressing Fees

- An addressing fee with a two-hour minimum ($320.00) will be assessed per request for the addressing process. The minimum fee is collected when the application is submitted.

Limitations

- Beginning in 1984, the City of San Jose ceased allowing alpha designations or hyphenations as part of the 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.
- Addresses will only be assigned when new development or alteration work is proposed.
- Multi-tenant buildings will have one street address with suite numbers for tenant spaces.
- One address is assigned per tenant space

Addressing Contact

Rachel Rosenberg Phone: 408-535-7678 Email: rachel.rosenberg@sanjoseca.gov

CITY OF SAN JOSE
REQUEST FOR ADDRESSING ASSIGNMENT

In order to process your request for address assignment, all applicable information must be complete. A complete site plan is required to process your request. Submittal requirements will vary based upon the proposed scope of work. Additional documents may be required.

Submittal Date: _____ Received By: _____ IR: _____

CURRENT PROPERTY ADDRESS: _____

APPLICANT NAME: _____ **FIRM:** _____

( ) Property Owner ( ) Developer ( ) Tenant ( ) Architect ( ) Engineer ( ) Contractor

PHONE: (_____)_____ **FAX: (_____)**_____

EMAIL: _____@_____

APN: _____
(Assessor's Parcel Number)

PC #: _____
(Building Division Plan Check Number)

Tract: _____ **Lot:** _____ **PD #:** _____
(Planning Division Approval Number)

Building Use: **Number of Stories:** _____

_____Single Family	_____Duplex	_____Condominium	_____Townhouse	_____Apartment
_____Office/Bank	_____Retail/Store	_____Recreational	_____Hotel/Motel	_____Church
_____Educational	_____Industrial	_____Medical Building	_____Restaurant	_____Assembly

DESCRIBE REASON FOR ADDRESS CHANGE:

_____

_____

_____

If no work is proposed, a request for change of address can only be granted for one of the following reasons:

- **Address is out of sequence**
- **Existing entrance on a corner lot is on a different street**
- **Documented difficulty receiving mail or emergency services**

TO BE COMPLETED BY PROPERTY OWNER

NAME: _____ **COMPANY NAME:** _____

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PHONE: (_____)_____ **EMAIL:** _____@_____

Signature_____ Date: _____