



Address Assignment Request

Planning, Building and Code Enforcement

Staff will assign **FILE #**

INSTRUCTIONS

Use this form to request the assignment of an address to your project. For information on the addressing process, 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.

SUBMITTAL PACKAGE

HOW TO SUBMIT: To submit your request package or for addressing questions, email: Addressing@sanjoseca.gov

WHAT TO SUBMIT: Provide a submittal package that includes:

- This APPLICATION FORM, completed and signed.
- FEE PAYMENT, 2-hour minimum. See the [Building and Structure Permits Fee Schedule](#).
- SITE PLAN - Use 8.5x11 sheet. Draw to scale. Show property lines, building footprint, and entrance to the building.
- FLOOR PLANS if your request entails changes to suite or unit numbering.
- Other documents as may be required by your project scope.

This form is a computer-fillable form. Use free [Adobe Acrobat Reader](#) to complete and sign the form.

CURRENT PROPERTY ADDRESS if any:

| | | |
|---------------------------|-----------------------------|--------|
| ASSESSOR'S PARCEL NUMBER: | TRACT #: | LOT #: |
| PLAN REVIEW # if any: | PLANNING APPROVAL # if any: | |

APPLICANT NAME:

APPLICANT IS **CHECK ONE:** PROPERTY OWNER ARCHITECT ENGINEER CONTRACTOR DEVELOPER DESIGNER

FIRM NAME if any:

| | |
|--------|--------|
| PHONE: | EMAIL: |
|--------|--------|

REASON FOR ADDRESS REQUEST **CHECK ONE:**

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

BRIEFLY DESCRIBE YOUR REQUEST:

continued >

PROPERTY OWNER OR AUTHORIZED LEGAL REPRESENTATIVE MUST COMPLETE THIS SECTION

PROPERTY OWNER NAME:

FIRM NAME if any:

MAILING ADDRESS:

PHONE:

EMAIL:

• **PROPERTY OWNER SIGNATURE** ([SEE DIGITAL ID SIGNATURE INSTRUCTIONS](#))

DATE [MM/DD/YYYY]

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.

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. Hourly permit issuance fees (minimum 2 hours) are assessed per request to process the addressing assignment. The minimum fee is collected when the application is submitted. Learn more with the [Building and Structure Permits Fee Schedule](#).

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