



## **New Addresses – General Guidelines and Policies**

### **Assessing New Addresses**

When construction of any new development is proposed, whether for a single-family residence, commercial development, or multi-family development, a [Request for Address Assignment Form](#) must be completed and submitted to the Permit Center so new address(es) can be established. Any existing structures that are demolished and rebuilt also require the existing address(es) to be retired and new address(es) assigned.

The Permit Center, in coordination with the Santa Clara Fire Department's Community Risk Reduction Division (CRRD), assigns addresses consistent with adjacent properties and the citywide numbering grid to ensure accurate emergency response, utility, assessor, and permitting records.

It is recommended that the [Request for Address Assignment Form](#) be submitted at the same time as the [Building Permit Application](#) form. If this is not possible, please submit the Request for Address Assignment Form *as soon as possible* after submitting the Building Permit Application form.

Once addresses are assigned and all required documents have been submitted and approved, an official address notification will be prepared and distributed to various City departments, County agencies (Assessor's Office, County Communications, etc.), as well as outside service providers.

The following information is required to be submitted electronically for all address requests:

1. A completed Request for Address Assignment Form. The property owner, or his/her legal representative, must sign this form. A tenant cannot sign for a property owner.
2. One reduced-scale copy (8 ½" x 11" or 11" x 17") of a site plan that shows the property lines, the new building's footprint and entrance(s) (entrance to the building and property). For multi-tenant building, include a sheet for each floor showing the units.
3. Depending on the type of project, additional submittal requirements may apply. Please refer to the section below, Address Policy for Residential or Commercial Developments, for all project types listed:
  - Single Family Residences, Duplexes and Triplexes
  - Detached Single Family Tracts
  - Condominiums and Townhouses

- 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 may only be changed if one of the following reasons exists.

- The existing structure has been demolished, and a new replacement structure will be constructed on the same lot.
- The address number is duplicated or the same address number existing 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.

### **Limitations**

- Beginning in the late 1980's, the City of Santa Clara ceased allowing alpha designations or hyphenations as part of the official address.
- Addresses will be assigned when new development or alteration work is proposed.
- Based on the scope of work, other supporting documents may be required on a case-by-case basis.

### **Fees**

A minimum two-hour addressing fee will be assessed for address resolution. For more information, see the [current Municipal Fee Schedule](#).

## **Address Policy for Residential or Commercial Developments**

Numbering sequence and systems shall be in accordance with the official grid map.

1. On north-south direction streets, even numbers are on the west side of the street, odd numbers on the east side, with sequence lowest at southerly boundary.

2. On east-west direction streets, even numbers are on the south side of the street, odd numbers on the north side, with sequence lowest at easterly boundary.
3. One story buildings can use individual addresses per unit or number the units in single or double digits.
4. If a multiple building complex has a private street name on the recorded map, the common area address will be designated by the public street, and all buildings will be given addresses of the private street, as in items 1 and 2, if appropriate.
5. If a multiple building complex does not have a private street name, addresses will be designated by closest city street. If there is room for individual addresses, each building will receive an address corresponding to the side of the city street, i.e., even side of city street — all building addresses will be even numbered. In the case of multiple building complexes with apartments or suites, the numbers will start on the first floor and move clockwise from the main entrance, starting with unit 101 (denoting first floor, first unit (unit 100 is not acceptable)). Each additional floor will conform to the first floor numbering when possible (unit 201 is on the second floor and above unit 101, unit 301 is on the third floor and is above unit 201, etc.)
6. If there is not enough room for individual building addresses, complexes will be given one address, and each building will have a number, as will units in buildings; i.e., 1400 Bowe Ave., Building 5, Unit 101 or 1400 Bowe Ave., Building 10, Unit 101 (Unit numbers cannot be five digits or more). Individual building numbers must also conform to the official grid map numbering system when possible (Lowest numbers on the East or South). Plans submitted for review must show all unit numbers.
7. The Building Official or designee shall designate addresses prior to permit issuance. Building Division staff will notify the United States Postal Service, Pacific Gas and Electric, Pacific Bell, Santa Clara County offices and various city departments.
8. Numbers and locations:
  - Building address numbers shall be clearly visible from the street and shall be a minimum of six (6) inches in height and of a color contrasting with the background material.
  - Building address or number shall be a minimum of 8' above the grade with due consideration for eaves, overhangs and other obstructions.
  - Numbers shall be illuminated during hours of darkness.
  - Individual apartment numbers shall be a minimum of six (6) inches in height and a color contrasting to the background, either visible from the street or from the center area of the project.

## Contact Information

**Permit Center:** 408-615-2420 | **Email:** [permitcenter@santaclaraca.gov](mailto:permitcenter@santaclaraca.gov)

**Building Division:** 408-615-2440 | **Email:** [building@santaclaraca.gov](mailto:building@santaclaraca.gov)