



## ASSIGNING NEW ADDRESSES - GENERAL GUIDELINES

When construction of any new development is proposed, a separate application needs to be made to the Permit Center so that the new address(es) can be established. The Permit Center assigns new addresses that will be consistent with both the existing adjacent addresses and the citywide numbering grid. It is recommended that the request for new address 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, 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 check on the following handouts for more detailed submittal information and requirements for:
  - 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 address number is out of sequence with the adjacent address numbers
- 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 addressing fee will be assessed for address resolution. For more information, [see current Bldg fee schedule](#). A two hour minimum will be assessed for Tracts, Multi-Family and Commercial Development projects.



## City of Santa Clara

Building Division  
1500 Warburton Ave.  
Santa Clara, CA 95050  
[www.santaclaraca.gov](http://www.santaclaraca.gov)

Building Division: 408-615-2440

Email: [Building@santaclaraca.gov](mailto:Building@santaclaraca.gov)

Permit Center: 408-615-2420

Email: [PermitCenter@santaclaraca.gov](mailto:PermitCenter@santaclaraca.gov)

Automated Inspection Scheduling System: 408-615-2400

# ADDRESS POLICY FOR RESIDENTIAL OR COMMERCIAL DEVELOPMENTS

Numbering sequence and systems shall be in accordance with 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 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.

## **Chapter 15. 70**

### **NUMBERING OF BUILDINGS**

#### Sections:

15.70.010 Official street numbering map.

15.70.020 Numbers designated by the Building Official.

15.70.030 Display of numbers required.

15.70.040 Placement of numbers on buildings.

#### **15.70.010 Official street numbering map.**

A map entitled "House Numbering Grid System, City of Santa Clara, California," (hereinafter referred to as "said map" or "official grid map") is on file in the office of the Building Official. It exhibits the various lots and parcels of land fronting on the various streets in the City. The numbering grids thereon are hereby referred to for particulars and said map is made a part hereof. All numbers shall be determined and located as shown on said map. Where possible, all numbers located on the south or west sides of a street shall be even and all numbers on the north and east sides of a street shall be odd. (Ord. 1384 § 1, 7-24-79. Formerly§ 25-33).

#### **15.70.020 Numbers designated by the Building Official.**

It shall be the duty of the Building Official to designate the respective numbers for buildings or parcels of land fronting on streets heretofore laid out or extended in accordance with the official grid map. (Ord. 1384 § 1, 7-24-79. Formerly § 25-34).

#### **15.70.030 Display of numbers required.**

No owner or occupant of any building having an entrance which fronts on a public street shall display or permit the display of any number thereto other than the number designated by the Building Official. The owner or occupant shall, within five days after receiving notice of the designated number(s) from the Building Official, place the number(s) upon such building as provided in this chapter.

(a) All new buildings or occupancies shall have street numbers posted prior to the request for final building inspection.

(b) Required numbers, signs, and directories shall be maintained in good condition and shall be visible from the street.

(c) When signs are provided to display the name of the building, they shall also include the full address (e.g., Mission Building, 1500 Warburton Avenue). (Ord. 1384 § 1, 7-24-79. Formerly§ 25-35).

#### **15.70.040 Placement of numbers on buildings.**

The following requirements for the placement of numbers on buildings shall apply:

##### **(a) General requirements for buildings:**

(1) All entrances from the public street to buildings fronting thereon shall be numbered as provided in this chapter. The numbers shall be placed in the immediate area of each entrance and shall be clearly visible from the street.

(2) All main address numerals shall be a minimum of two and one-half inches in height with a three-eighths-inch stroke and shall be placed to read from left to right or vertically from top to bottom.

(3) Individual tenant numbers, when not facing a public street, shall have numbers with a minimum of two inches in height and with a one-quarter-inch stroke. Such numbers shall be located on the main door to each tenant space or as the Building Official may approve. When a rear entrance is provided, such entrance shall also be identified with the tenant space number.



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### REQUEST FOR ADDRESS ASSIGNMENT

In order to process your request for address assignment, all applicable information must be completed. Application must include a complete site plan. A minimum addressing fee will be assessed for address resolution. For more information, [see current Bldg fee schedule](#). Additional Submittal requirements may be required based upon the proposed scope of work. See ASSIGNING NEW ADDRESSES - GENERAL GUIDELINES for more information.

Submittal Date: \_\_\_\_\_ Received by: \_\_\_\_\_

#### TO BE COMPLETED BY APPLICANT

(Please type or print clearly)

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

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

☐ Property Owner ☐ Developer ☐ Tenant ☐ Architect

☐ Engineer ☐ Contractor ☐ Other \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

Request for:  
(check one)

New Address	Add Address	Change Address (See note below)	Add suites	Changes Suites (See note below)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APN: \_\_\_\_\_ Building Case Number: BLD \_\_\_\_\_  
(Assessor's Parcel Number)

New or Additional Address(es) \_\_\_\_\_

<input type="checkbox"/> Single Family	<input type="checkbox"/> Condominium	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Office/Bank	<input type="checkbox"/> Recreational	<input type="checkbox"/> Mixed Use
<input type="checkbox"/> Duplex	<input type="checkbox"/> Apartment	<input type="checkbox"/> Retail/Store	<input type="checkbox"/> Medical building	<input type="checkbox"/> Commercial	<input type="checkbox"/> Other
<input type="checkbox"/> Townhouse	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Church/Assembly	<input type="checkbox"/> Educational	<input type="checkbox"/> Industrial	<input type="checkbox"/> # 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

**Signature of Property Owner IS required when requesting address change.**

A letter of authorization to act as agent for the owner must be included if this form will be signed by anyone other than the 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)

☐ Property Owner ☐ Agent for Owner ☐ Partner ☐ Corporate Officer

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

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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