

STREET ADDRESS APPROVAL

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11.1 Address Approval Description and Purpose

The purpose of street address approvals is to coordinate the assignment of street addresses, correct mistaken street addresses, and to verify the identification of building permit applications. A street address consists of the house number, street direction, street name, and street type. For example, 200 North Spring Street is the street address for City Hall. The address number is “200”, the street direction is not used, the street name is “North Spring”, and the street type is “Street”. The use of the street direction (while officially part of the street address), is normally used only to clarify the identification of a street address. Street directions consist of north, south, east, and west, are the basis for enumerating house numbers.

Street addresses are assigned to buildings and improvements that have legal access and frontage to a public street. Unimproved real property with legal access and frontage to a public street are also assigned street addresses. In general, street addresses are assigned to real property such that lots and parcels may have multiple street addresses.

The purpose of a street address is to allow for United States Postal Service mail delivery, physical identification of a building, physical identification of a building entrance for emergency response (fire, police, etc.), and to physically locate utility meters (water, electric, etc.).

City’s Authority for the Address Approval

LAMC, Section [63.113](#) gives the City Engineer authority regarding street addresses as follows:

- a) Every person exercising or having ownership, possession, custody, control, or charge of any building, structure, or parking lot shall have and maintain thereon, near or upon each entrance from a street of this City, in the manner and location designated by the City Engineer, a street address number.
- b) Installation, change, substitution, or removal of any existing or subsequently designated street address number shall be completed within five (5) days after receipt by the owner, occupant, lessee, tenant, subtenant, fiduciary, or custodian of such building, structure, or parking lots, or any person or agent in charge thereof, of a written notice containing appropriate instructions therefor, from the City Engineer.

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How long does it take to get an Address Approval?

Verification of an existing address and building permit application address approval takes about 5 minutes per address. The assignment of a new street address, correction an erroneous address, or to resolve complex address approvals may take about 10 minutes per address.

Under what circumstances can I change my Address?

In general, existing addresses are changed only if there is a duplication of addresses, the house number is out of sequence, there is a change in pedestrian access to a building, or there is an address error. The notion that an address “sounds good”, or is “good for business” is not a valid reason for changing an existing address.