

# STREET ADDRESS APPROVAL

## 11.2 General Requirements for Address Approval

### Customer Information Requirements

- a) For designation of a new street address, customers are requested to provide the City with the legal description of the real property and a plot plan of the building or structure that requires the new street address. The plot plan must show the pedestrian access into the building using an unobstructed approach from a public access way.
- b) For changes to an existing street address, customers are requested to prove an error or duplication of an existing address. It's the Customer's responsibility to provide proof of a legitimate address change. A copy of the original DBS Building Permit or Certificate of Occupancy is needed to prove the structure was legally built. Building Permits and Certificates of Occupancy are available at DBS Records section.

### Base Lines

LAMC Sec. [63.114](#) establishes the base lines for the assignment of street directions and address numbers in the City of Los Angeles. From downtown Los Angeles going west, south, and north, including all of the San Fernando Valley, the base line is First Street and Main Street. First Street (running east to west) divides the City north and south. Main Street (running north to south) divides the City east and west. Therefore, at the intersection of First Street and Main Street in downtown Los Angeles, street directions and numbers begin with 100 W. First St. (west of Main St.), 100 E. First St. (east of Main St.), 100 N. Main St. (north of First St.), and finally 100 S. Main St. (south of First St.). East of the Los Angeles River the direction and numbering pattern is generally based on North Broadway serving as a north to south dividing line and North Figueroa Street serving as an east to west dividing line.

Sections of Wilmington and San Pedro, and the Venice area use their own address direction and numbering methods. These methods were established prior to the annexation of these areas into the City of Los Angeles.

Because nearly all streets in the City of Los Angeles have designated directions and numbers, knowledge and use of the base line system is for information only.

### Block Numbers and Spacing

One hundred address numbers (or as many as may be necessary) are allowed per block. Beginning at the intersection of First and Main Street even numbers are used for addresses on the south and east sides of dividing streets beginning with the number 100. Odd numbers are used for the north and west sides of

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dividing streets beginning with the number 101. The first address numbers on the second block begin with 200 and 201, respectively and continue this pattern throughout the system.

Twenty feet of property line frontage is allowed for each address number. Numbering begins at the lowest whole block number (i.e. "2100") and increases in an even (or odd) sequence until one hundred address numbers have been designated on each side of the street. For a non-continuous street, address numbers are assigned in this manner as if the non-continuous street extended to the dividing street.

If more address numbers are required, fractional numbers may be assigned. However, the use of fractional numbers is discouraged and should only be used as a last resort. Alphabetical designations attached to numerical numbers (i.e. 201A Figueroa) are not allowed. Please see Appendix K for details on address number methods.

## **Address Number Specifications**

The dimensions and location of address numbers is governed by LAMC Sec. [63.113\(c\)](#). In general, address numbers must be a least 4 inches in height and be readable from the street. Please refer to LACM Sec. [63.113](#) if you require more information.