

STREET ADDRESS APPROVAL

11.5 How to Obtain Address Approvals?

Address Verification

The first step to verify an address is to locate the property in question. The property can be located by a legal description, Assessors Parcel Number (APN), or possibly by the incorrect address. Assessor parcel maps or any other documentation that provides information regarding a property is helpful in verifying an address. District Office Public Counters will verify addresses by comparing customer information with various address records.

Assignment of New Address

Most new address assignments are related to remodeling and new construction. However, if an address cannot be verified, the assignment of a new address may be necessary. New construction often increases the number of address numbers assigned to a parcel. Plot plans, photos, diagrams, or any other visual aide that helps identify the physical location of the pedestrian entrance to the structure is requested. The customer is requested to prepare a plot plan prior to visiting our Public Counters.

When assigning a new address, the street name, block number, and address number are established (in that order). The determination of the street name is based on the location of pedestrian access to a public access way. The name of the street, walk, or public access way that provides pedestrian access is used to establish the street name. The block number is established by referring to the existing block number sequence adjacent to the new address. If there is no existing block number, the nearest block number is used to interpolate the appropriate block number.

One address number is assigned for every 20 feet of lot frontage. A lot with 40 feet of frontage is allowed 2 address numbers.

Change of Address

Changes to existing address require a valid reason such as address duplication or an address number out of sequence. It is the Customer's responsibility to prove proof to support an existing address change. A copy of the original Building Permit or Certificate of Occupancy is needed to verify structure was legally built. A plot plan showing pedestrian access to the structure is also needed.

Address Issuance

An address verification, new address assignment, and address change can be recorded on a BOE form, a DBS form, or by an address correction on a DBS

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Building Permit Application. Any of these methods is an acceptable method to complete an address approval process. All new or changed addresses used for delivery of U.S. Mail, will be issued a "Notice to Change Street Address Number" upon completion of the address assignment and change process. This notice is used by the customer to notify the U.S. Postal Service of the address change.

No Inspection

There is no standard inspection associated with address verifications, address assignments, and address changes. However, complicated address cases may require BOE staff to field check a street address. In addition, an improperly displayed address may be subject to Fire Department Inspection.

Customer Satisfaction Survey

At the conclusion of all address-related transactions with a customer, Applicant, and/or Permittee, all Public Counter Staff shall present the customer a Customer Satisfaction Survey Form. The Survey shall be presented to every customer, at every transaction. Should the customer decline to accept the Survey, Public Counter Staff are instructed to simply place the declined Survey back into Survey storage trays. The Survey is a valuable tool to improve customer service by listening to the customer.