

STREET ADDRESS APPROVAL

11.6 Working Procedures for Addresses/Legal Description

The following list of items is to be used by BOE staff to check legal description, address verification, address assignment, and/or address change. This checklist is based on the use of Navigate LA, LUPAMS Report, and District Maps.

For Address Verification:

- 1) Determine what information the customer wants and verify parcel location
 - Enter address in question in Navigate LA.
 - Verify LUPAMS address details with Navigate LA & District Map.
 - Verify legal description of address in question.
 - If the address in question cannot be located have customer research building permits down in DBS records department.

- 2) Correct the address
 - Enter correct address on DBS "Z" form or BOE referral form.
 - Record legal description on DBS "Z" form or BOE referral form.
 - Record address correction on the appropriate BOE forms for processing. (e.g. District Map Update, House Numbers Issued, Changed, or Corrected, etc.)

For Address Assignment:

- 1) Determine what the customer wants to do and verify parcel location
 - Enter address or parcel in question in Navigate LA.
 - Verify parcel details with LUPAMS Report and District Map.
 - Verify legal description of parcel in question.

- 2) Review required items
 - Obtain and review copy of DBS building permit application.
 - Obtain and review plot plan of structure showing location of the pedestrian entrance.

3) Assign the New Address

i. Choose the Street Name

Be sure there is access leading to the property (The basic concept in assigning a street address is no access, no address). Note: A future street blocking the property gives no access to the property. For new private street names refer to street names' section.

Use the Street name that the entrance to the building is fronting.

Note: If a main entrance door is facing a street across a large parking lot or open space, it is better to use the street from which there is closer access to the same entrance as basis for the building's address.

ii. Choose the Block Number

Refer to the City address map. Check the block numbers against that in the Thomas Brothers Map Book.

If no block number can be referred to on the address map or Thomas Brothers Guide, you must use the fire department map. If the location in question is in a remote area, use the nearest available block numbering system available and interpolate and/or extrapolate the appropriate number.

iii. Assign the Address

Once the block number is established, apply the 20-foot rule, which is only one address can be assigned for every 20-foot frontage of the property. On a lot with 40 feet of frontage, up to 2 whole number addresses may be assigned. For 50 foot of frontage, a maximum of 3 whole numbers, for 80 foot of frontage, 4 whole numbers. In the event there are more than 2 legal buildings on the property, then fractional numbers may be assigned, BUT only as a last resort.

For apartment buildings, common practice is to assign a major house number and each apartment unit is then assigned an apartment number.

For high rise buildings the ground floor units establish the address(s) for the building. If there are any stairway openings within the building, which can be seen from the outside of the building, then an address can be assigned to the door leading to the upstairs. If there are multiple units upstairs, they will be assigned unit numbers associated with the number assigned to the stairway door.

4) Record the new address

- i. Update the District Map with new address and indicate the date in parenthesis.
- ii. Fill out the appropriate forms depending on the reason for new address assignment. (e.g. "House Numbering Issued, Changed or Corrected", "District Map update Form" and/or "Notice to Change Street Address Number").

For Change of Address:

1) Determine what the customer wants to do and verify parcel location.

- Enter address in question in Navigate LA.
- Verify parcel details with LUPMAS Report and District Map.
- Verify legal description of address in question.

2) Determine if customer has valid reason for changing their address. The Department of Building and Safety will charge a fee.

- Why is customer changing address?
- Wrong site address assigned to the house?
- Do you suspect illegal use of property?
- Do not change an address if customer does not provide a valid reason.

3) Review required items

- Obtain copy of DBS building permit or Certificate of Occupancy (CofO)
- Obtain and review plot plan of structure showing location of the pedestrian entrance.

Note: The copy of building permit and building plan can be faxed to us if no other option is available (e.g. out of state), but the Department of Building and Safety (DBS) is required to charge a fee for a change of address.

- 4) Assign new address following steps contained in “For Address Assignment”
 - i. Choose street name and block number
 - ii. Assign address applying the 20-ft. rule
 - iii. Indicate the change on the District Map. Pencil in the changed house number and today’s date and cross out the old number.
 - iv. Fill out the appropriate forms (e.g. District Map Update, Blue Slip etc.). If required, send customer to DBS to pay fee and for sign off.

For Address Clearance:

An address clearance is the confirmation of the establishment of a street address. Before the applicant of the building permit starts the job a plan checker from the Department of Building and Safety should send the customer with a complete set of building permit papers with the 15 digit permit number to get clearance.

- 1) To prepare an address clearance do the following:
 - i. Verify address and legal description.
 - ii. Read description of work to be done and determine how many addresses will be needed for the project and assign accordingly.
 - iii. Open PCIS and follow the steps in the system.
 - iv. Fill in the comments and save.
 - v. Change status to “Approve”.
 - vi. Sign off Clearance Summary Worksheet.

For Legal Description:

A legal description is a description of a legal property. It gives the track, block and lot information. Some lots are cut or divided. For those lot cuts “Metes and Bounds” are used to describe it; or an arbitrary number is used to represent it e.g. Lot 1 (arb-1).

- 1) To prepare a legal description do the following:
 - Enter address in question in Navigate LA.
 - Verify LUPAMS address details and Navigate LA & District Map.

- Verify legal description of address in question and fill in the information on the DBS "Z" form or BOE "Referral Form".

2) If you can't find the address try one of the following methods:

a) In Navigate LA use drop down menu. Based on information obtain from customer, use APN, Assessor Address, intersection or Tract, Block and Lot etc. to find parcel in question.

b) Look in Thomas Brother Maps with overlay, Look for the address and using the overlay on top of the page; pick the corresponding District Map number.

- If the property shows up in the white area, then it's in the City of LA.
- If the property shows in the yellow area, the property is in the County of Los Angeles. Provide the customer with the handout of LA County offices for further information.
- If the property shows up in any other color other than white or yellow then refer the customer to that specific city.

BLUE SLIPS or “NOTICE TO CHANGE STREET ADDRESS NUMBER”: A Blue Slip is a form used to add, change or reinstate a street address. This information is compiled into a monthly report that is then distributed to outside agencies including Post Offices, Fire and Police Departments and Utility companies.

1. To issue a blue slip the customer needs to show the following:
 - Original Building Permit or Copy of Certificate of Occupancy (CofO)
 - A floor plan showing entrance doors of building or units in the building. When plans are not available, a photograph showing the entrance and the street is required.
2. Blue slips should be issued under the following situations:
 - New house number (only after construction is complete)
 - Changing from an existing number to a new number
 - Add new number(s) to the existing house or building (only after construction is complete)
 - Reinstate an existing address

How to fill out the “Blue Slip”: The following information (#1-3) should be indicated in the upper left-hand corner of the form.

1. APN (Assessor Parcel Number)
2. District Map number
3. Complete Legal Description (Tract or Parcel Map, Map Reference #, Block, Lot # + Arbitrary #)
4. Write down customer’s name and phone number under title line on form for future reference.
5. If it is a new address, indicate “new” on the “from” line and the assigned address goes on the “to” line of the form.
6. If the address is to be reinstated, change the form title from “Notice to Change Street Address Number” to “Reinstatement of Street Address Number”. Write “The correct address for the above mentioned property is:” on the “from” line.
7. Sign and print your name (for the City Engineer) and include your phone number.
8. Update district map with the new or change of address on the appropriate lot and indicate the date assigned and reason for change in parentheses i.e. Duplex etc.
9. Fill out the “District Map Update Form” and “House Numbers Issued, Changed or Corrected” form.

“DISTRICT MAP UPDATE FORM”: This form is used to add, delete and/or correct address number(s) on NavigateLA. This information goes directly to David Chin who has authorization to make these corrections directly into NavigateLA.

1. This form should be used only after all information has been verified by any of the following documents:

- Original Building Permits
- Certificate of Occupancy (CofO)
- Lupams/Assessor Report on NavigateLA

2. The District Map Update Form should be used for **internal updating only** and under the following situations:

- Wrong address on parcel.
- Changing from an existing number to a new number, in which the existing number will be deleted from the database.
- Adding additional Apartments, Condos, Units and/or Suites.
- Duplicate address (e.g. same address shows on two different lots @ same time)
- Address out of sequence.

“HOUSE NUMBERS ISSUED, CHANGED OR CORRECTED”: This form is used when issuing a new number(s), adding additional number(s) to existing dwellings or commercial buildings or changing existing number(s). This information is compiled into a monthly report that is then distributed to other outside agencies including Post Offices, Fire and Police Departments and Utility companies.

House Number Issued, Changed, or Corrected form should be used **in conjunction with PCIS Clearances and if outside agencies need to be notified** of the changes under the following situations:

- New number
- Conversion of a SFD into a Duplex, Triplex, etc. or commercial building into mixed use (retail + living space)
- Adding another dwelling or building on a parcel with an existing dwelling or building.
- Adding additional Apartments, Condos, Suites or Units to an existing dwelling or building.
- Changing from an existing number to a new number, in which the existing number will be deleted from the database.

“NAVIGATE CORRECTION SHEET”: This form is used to correct any information other than address numbers on NavigateLA. All requests must be forwarded to the Mapping Section Mail Stop 230 Attn: Susan Shu. Include a description of problem and the correction to be made and attached any other information that you may deem appropriate or helpful. Be sure to update these corrections on district or wye maps.

PERMIT CORRECTIONS: This form is used to add or correct the address on an existing Building and Safety (DBS) permit. DBS will charge a fee for each permit correction request.

There are two types of forms:

1. “Address Correction Form for PCIS Permits” (requires the 15-digit permit number)
2. “Permit Correct Form” (all other permits)

To issue a Permit Correction Form:

- i. Ask customer for a copy of the DBS Permit Application or original Building Permit.
- ii. Make sure the correct address has been verified and the legal description is correct. Update district map if necessary.
- iii. Fill out information on the form, sign and date.
- iv. Send customer to DBS Station 15 (plan check) or Express Permit counter on the 1st floor (no plan check) to pay fee and have DBS sign off.

SIGN & BILLBOARD ADDRESS: Are used to physically locate the location of a Sign or Billboard whether on private property or in the public right-of-way. When assigning an address, locate approximate location on district map and assign address + fraction accordingly. Update the district map and write the date and mark “sign” in parenthesis.

TENTATIVE ADDRESS: Are used to identify parcels with no existing address and is primarily vacant land. Both Building and Safety and the Grading Department require customers to obtain an address in order to start the process of their permits. If the parcel requires an address indicate in parenthesis a “T” for tentative. The address will only become legal once the construction process is complete and customer obtains their Certificate Occupancy, then we will issue a Blue Slip.

UTILITY METER ADDRESS: Are used to physically locate utility meter(s) whether on private property or in public right-of-way. When assigning an address, locate approximate location on district map and assign address + fraction accordingly. Update the district map and indicate the date and type of meter i.e. water, electrical, cell site, etc. in parenthesis. Log address in blue book marked “Meters”.

“Z” FORM: This is the form to be filled out when a customer requests a legal description of a parcel(s).

The following information should be included:

1. Project Address
2. Assessor Parcel # (APN)
3. District Map #
4. Tract or Parcel Map (P.M.)
5. Block
6. Map Reference #
7. Lot
8. Arbitrary Lot #'s

If customer requests zoning information send them to the Zoning Counter Station #1, 4th floor.