

CHANGE OF ADDRESS OR SUITE NUMBERS REQUEST FORM

INSTRUCTIONS

Please use the City's attached Address Change Request Form to request the assignment of a new address or to change an existing address. Once your request is received and a payment is made, you will be then notified by Public Works following the approval.

SUBMITTAL PACKAGE

HOW TO SUBMIT: Submit your request via email: buildingsafety@rpvca.gov

WHAT TO SUBMIT: Provide a submittal package that includes:

- **SITE PLAN** - Site plan showing addresses on each side of the building site, easements, directional indicator (N, E, S, W), all driveway locations, intersecting streets within 500 feet of the subject property (Note: Drawing does not have to be professionally done and can be hand drawn).
- **PROOF OF OWNERSHIP:** Provide proof of Ownership of the parcel such as a property tax bill, grant deed etc.
- **WRITTEN REQUEST:** Briefly explain below why an address change is being requested, and provide (3) alternate addresses below in case your original request is not approved.

This form is a computer-fillable form. Feel free to use [Adobe Acrobat Reader](#) to complete and sign the form.

CURRENT PROPERTY ADDRESS if any:

ASSESSOR'S PARCEL NUMBER:	TRACT #:	LOT #:
NEW ADDRESS REQUESTED:	NEW SUITE NUMBER(S) REQUESTED:	

APPLICANT NAME:

APPLICANT IS **CHECK ONE:** PROPERTY OWNER ARCHITECT ENGINEER CONTRACTOR DEVELOPER DESIGNER

FIRM NAME if any:

PHONE:	EMAIL:
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REASON FOR ADDRESS REQUEST **CHECK ONE:**

<input type="checkbox"/> Constructing a new building on a parcel with no address	<input type="checkbox"/> Property Lot Line Adjustment / Split
<input type="checkbox"/> Replacing a building and including a change in use	<input type="checkbox"/> I'm having difficulty receiving mail or emergency services
<input type="checkbox"/> Replacing a building and prior use will continue	<input type="checkbox"/> Other

BRIEFLY DESCRIBE YOUR REQUEST:

PROPERTY OWNER OR AUTHORIZED LEGAL REPRESENTATIVE MUST COMPLETE THIS SECTION

PROPERTY OWNER NAME:

FIRM NAME if any:

MAILING ADDRESS:

PHONE:

EMAIL:

• PROPERTY OWNER SIGNATURE [\(SEE DIGITAL ID SIGNATURE INSTRUCTIONS\)](#)

DATE [MM/DD/YYYY]

PROCESS AND REQUIREMENTS FOR REQUESTING A NEW ADDRESS OR SUITE NUMBER(S)**NEW CONSTRUCTION/DEVELOPMENTS.**

- When construction of any new development is proposed, an addressing process is required to establish new addresses. New addresses are assigned consistent with the existing addresses and the city-wide numbering grid.
- Applicants should submit an Address Assignment Request for large developments concurrent with the planning permit process. For smaller projects, applicants can submit the request during the building plan review process.
- Once addresses are assigned, Public Works will prepare an addressing notice and send it to the US Post Office, Los Angeles County Assessor, utility companies, emergency services, and city departments.
- Failure to apply for the Address Assignment application may delay the issuance of a building permit.

CHANGING EXISTING ADDRESSES. New addresses will be reviewed for compliance. Existing address numbers will be changed only if one of the following reasons applies:

- The change of address or addition of suite number(s) will not create confusion.
- Addresses shall maintain a consistent and logical numerical order.
- The change of address or addition of suite number(s) will not result in a public safety hazard.

ADDRESSING LIMITATIONS. There are limitations to how addresses can be assigned. These include:

- **The Odd / Even addressing system:** Will be maintained. Even numbered addresses will be approved on the South or East side of the street. Odd numbered addresses will be approved on the North or West side of the street.
- **Vacant lots.** Addresses are not assigned to empty lots or vacant land until plans for development are submitted.

FEES. The minimum fee is collected when the application is submitted. The fee required to process a request to change one address or suite number is \$747.00. This fee is due with this request form and will not be refunded if the request is denied. Direct costs associated with new address, change of address or addition of suite numbers will be the responsibility of the applicant. **Approximate review time is fifteen (15) business days. If the address change is granted, the new address will be in effect thirty (30) days following approval.** Learn more with the [Building & Safety Division Fee Schedule](#).