



Planning and Development
1947 Center St, 2nd Floor
Berkeley, CA 94704

ADDRESS ASSIGNMENT APPLICATION PACKET

planning@berkeleyca.gov • Phone (510) 981-7410, TDD (510) 981-7450

Address Assignment Application

Submit completed applications to BuildingAndSafety@berkeleyca.gov or at the [Permit Service Center](#)

ADDRESS INFORMATION

Building Permit #:

Existing Address:

Unit(s)/Suite(s) #:

Modification of Address: ☐ Addition ☐ Removal

Proposed Address(es):

Unit(s)/Suite(s) #:

Assessor Parcel Number(s):

Reason for change:

APPLICANT'S NAME

PROPERTY OWNER'S NAME:

☐ Owner ☐ Agent ☐ Contractor ☐ Designer

Applicant's Mailing Address:

Owner's Mailing Address:

Phone Number:

Phone Number:

Email:

Email:

ADDRESS ASSIGNMENT

Addresses point to the location of a site or structure within the city street grid. The Planning and Development Department assigns addresses in accordance with **Berkeley Municipal Code Chapter 16.28, Numbering Buildings**. These addresses are added to the City's databases and allows some governmental and non-governmental agencies the ability to locate properties within the city with a high degree of certainty so that services, including emergency response, may arrive to an accurate location in a timely manner.

To make a request to add, remove, or modify an address, submit the completed Address Assignment Application and required documents to the Building and Safety Division along with a non-refundable payment of \$200.

Completed application packets may be submitted via email to buildingandsafety@berkeleyca.gov, or in person at the [Permit Service Center](#) during normal business hours. All electronic requests must be submitted in PDF format.

Requests may take 4-6 weeks to process.



ADDRESS ASSIGNMENT APPLICATION PACKET

REQUIRED DOCUMENTATION FOR ALL ADDRESS ASSIGNMENT APPLICATIONS

- ☐ **Vicinity Map** – shows current address, nearest cross streets, addresses of adjacent properties, and a minimum of two (2) addresses of properties across the street.)
- ☐ **Active Building Permit Application** (if required)
- ☐ **Site plan**
- ☐ **Payment of \$200.00:** ☐ Check # _____ ☐ Credit Card ☐ Cash

TYPE OF PROPERTY

AND ADDITIONAL DOCUMENTATION REQUIRED FOR SUBMISSION:

Check the correct property type and provide the additional required documentation with application

RESIDENTIAL USES: Check all that apply and provide the required documentation

☐ **Accessory Dwelling Unit (ADU)**

Required documents: ☐ Recorded Notice of Limitation (Deed Restriction)

☐ **Single-Family Dwelling** ☐ **Duplex/Multi-Family Dwelling**

Required documents: ☐ Floor Plans (with List of Units for Duplex/Multi-Family)

☐ **Vacant Lot(s) with New Construction**

☐ **Conditions of Approval Requiring Compliance**

Required documents: ☐ Floor Plans

NONRESIDENTIAL USES: Check all that apply and provide the required documentation

☐ **Border Properties with Berkeley street frontage**

☐ **Commercial Building**

Required documents: ☐ Floor Plans (with List of Units/Suites if applicable)

☐ **Creation or Legalization of Units/Suites within a Commercial Building (Building Permit not required)**

Required documents: ☐ Floor Plans (with List of Units/Suites if applicable)

☐ **Live/Work**

☐ **Conditions of Approval Requiring Compliance** ☐ **Educational and other government agencies**

Required documents: ☐ Floor Plans (with List of Units/Suites if applicable)

☐ **Official recorded copy of parcel map and legal description (for lot splits/mergers and condominiums)**

I understand that this application is considered complete when all required items have been received, building permit(s) are in "issued" status, when applicable, and payment has been received and processed. I understand that if the application is deemed incomplete that there will be a delay in the process.

I understand that this request may take 4-6 weeks to process, and there is no guarantee that the proposed address requested will be assigned. I understand that according to Berkeley Municipal Code Section 16.28.050, the owner is responsible for the proper physical numbering of the building so that the address is visible from the street.

I hereby certify that the above information is true and complete to the best of my knowledge.

APPLICANT'S SIGNATURE:

Printed Name:

Date:

OWNER'S SIGNATURE:

Printed Name:

Date:
