

Address Request Form

Complete this form to request an address for your project. **Submit complete Application Package to:** addressing@cityofsacramento.org.

CONTACT INFORMATION

Date: _____

Applicant Name: _____ Applicant Type: Property Owner
 Firm Name (if any): _____ Licensed Professional
 Mailing Address: _____
 Phone Number: _____ Email: _____

SITE INFORMATION

Parcel number(s): _____
 Property Address (if known): _____

REASON FOR ADDRESS REQUEST

New Address (*no current address*) Change Existing Address Delete Existing Address Additional Address

CHECK ONE (if applicable):

Constructing new building on vacant parcel Demolishing or combining suites in multi-tenant building
 Constructing additional building/unit on parcel Corner lot entrance is on a different street
 Replacing existing building Difficulty receiving mail or emergency services

BRIEFLY DESCRIBE YOUR REQUEST: _____

REQUIRED INFORMATION (for Application Package)

This APPLICATION FORM (*completed and signed*)
 SITE PLAN (*show building footprint, unit outline, main entrance, and driveway or property's main access to street*)
 FLOOR PLAN (*needed for multi-floor and multi-suite buildings*)
 A valid GOVERNMENT ISSUED ID (*proof of identification required*)
 LETTER OF AUTHORIZATION (*if not the property owner or licensed contractor*)
 Related PERMIT NUMBER (*and/or related Application Numbers, Final Parcel Maps, Planning, etc.*):

ADDRESS TYPE

Residential

Single Family
 Duplex
 Second Residential Unit
 Accessory Dwelling Units (ADU)

Commercial

Condo Utilities
 Apartment Park Site
 Office Building Industrial
 Retail Other: _____

Will mail be delivered to this address? Yes No Zip Code: _____

RELATED ADDRESS INFORMATION

TIMELINE: Address requests may take three to four weeks to complete once all supporting and required documentation is submitted to the City of Sacramento, Addressing Unit. Larger projects may take longer (e.g., apartment complexes, multi-building apartments, condominiums, subdivisions, or similar large projects). Proposed construction projects that require coordination with multiple City departments may increase the application processing time (e.g., unnamed streets or alleys).

ALLEY NAMING: Address assignments are based on the primary access to the structure/unit. Accessory Dwelling Units (ADU's) fronting an unnamed alley, in most cases, will be required to go through the alley naming process. Alley naming requires approval from Development Engineering & Public Safety. The applicant will be responsible for an encroachment permit, street sign fabrication, and installation; other fees/actions may apply. If the alley is already named, the applicant may still be required to install street signs, if streets signs are not posted. Once approved, processing of the address request can proceed.

FAILURE TO SUBMIT AN ADDRESS REQUEST FORM MAY DELAY THE ISSUANCE OF A BUILDING PERMIT.