



Building Permit Processing Hours
 Mon.-Fri. 9:00am-4:00 pm Except
 Holidays

ADDRESS ASSIGNMENT/CHANGE APPLICATION FORM

Application Date: _____ Assigned Case Number: BLA-_____

Apply For: New/Additional Address Replace/Change Existing Address Abandon Existing Address Others

Assessor's Parcel Number: _____ Tract/PM: _____ Lot #: _____

Existing Address Address: _____ City: _____ Zip: _____

Reason for the Change: _____

Additional address to be Abandoned: _____ City: _____ Zip: _____

OWNER INFO Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____ Owner's Signature: _____

PROPOSED ADDRESS(ES) Associate Building Permit Number (if any): BLD _____

Proposed Address(es) (attach additional sheet as necessary):
 _____ Locality/City: _____ Zip: _____

FOR:
 One /Two Family Residence: New Residence 2nd Unit Elec. Meter for well Care Taker Unit
 Multi-family, TRACT/PM: New Unit(s) Elec Meter for Site
 Commercial/Industrial: New Building (s) New Tenant(s) space Elec. Meter for Uty
 Others: Power for Agriculture Use Cell Site Specify _____

SUBMITTAL REQUIREMENTS

- Assessor's Parcel Map (8 1/2" X 11") showing proposed and existing building addresses on the property and addresses on immediate adjacent Properties.
- Additional site plan (or clear aerial photo) showing addresses for building locations, suite numbers, and legal access road.
- Additional information attached to this application. Specify: _____
- Proof of ownership.
- Address assignment fees – Minimum \$140 for each address requested.

- Applicant please read:**
1. The property address will be assigned according to the Alameda County Property Numbering System requirements (Chapter 15.32).
 2. After official address is assigned, the owner shall cause the number to be displayed upon the building or land in such manner as to be visible from the street or road.
 3. Official Notice of Address Assigned will be distributed to various County Agencies for their use.
 4. Any address application involves new street name shall obtain approval from Alameda County Planning Department prior to address assignment.

OFFICIAL APPROVAL Received by: _____ Date: _____ Notes: _____

Assigned by: _____ Date: _____ Notes: _____

Assigned Address (only if different from address requested):
 Address: _____ Locality/City: _____ Zip: _____

APN Book Updated by: _____ Date: _____ Create Property Folder(s) Yes

Distributed by: _____ Date: _____ No, File Under _____