



NEW ADDRESS / CHANGE OF ADDRESS / ADD OR REMOVE SUITE NUMBERS REQUEST FORM

COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING DIVISION

Sean Hatch CASp., BUILDING OFFICIAL

10300 TORRE AVENUE • CUPERTINO, CA 95014-3255

NEW ADDRESS CHANGE OF ADDRESS ADD SUITE/UNIT NUMBERS REMOVE SUITE/UNIT NUMBERS

APN	PERMIT NUMBER	DATE
OWNER NAME:	PHONE:	E-MAIL:
EXISTING ADDRESS (not applicable for new address requests):		
NEW ADDRESS(ES) REQUESTED:		
NEW SUITE/UNIT NUMBER(S) REQUESTED:		
<p><i>The 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 fifteen (15) business days following approval.</i></p>		
Signature: Print:..... Date:		

Note - A request for change of address can only be granted for one of the following reasons:

- _ Address is out of sequence, or out of range
- _ Existing duplicate address, or street name
- _ Existing entrance for corner property is on different street
- _ Problems receiving emergency services (documentation must be provided)

REQUIREMENTS:

1. **The new address, change of address or addition of suite number(s) will not create confusion:** New addresses will be reviewed for compliance. Addresses shall maintain a consistent and logical numerical order, suite & unit numbers need to be numeric. **The new address, change of address or addition of suite/unit number(s) will not result in a public safety hazard.**
2. **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.
3. **Site Plan:** Provide a scaled and dimensioned site plan on a 11"x17" sheet showing addresses on each side of the building site, along with the closest addresses across the street from the entrance of the building, & the new building entrance. If there are unit or suite numbers, show the layout of the units and have all unit/suite numbers shown on the site plan.
4. **Proof of Ownership:** Provide proof of Ownership of the parcel such as a property tax bill or grant deed
5. **Fee:** The fee to request a new address, a change of address or addition of suite/unit numbers is **\$486.00 (2 hr min-If more than 2 hours is required an hourly fee of \$223.00 per hour is charged)**. The 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 fifteen (15) business days following approval.