



ADDRESS ASSIGNMENT INFORMATION

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

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

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 \$250.

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 Assignments Overview

This information sheet explains the procedure and requirements for the City of Berkeley’s address assignment process. The Planning and Development Department is responsible for assigning all addresses within the City. 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.

Addresses point to the location of a site or structure within the city street grid. Addresses serve many functions including but not limited to:

- How 911 dispatches emergency responders
- How life/safety services find you quickly
- Delivery of mail from the US Postal Service
- To establish utilities for newly constructed units/buildings/ADUs

ADDRESSING STANDARDS

The Planning and Development Department assigns addresses in accordance with [Chapter 16.28 of the Berkeley Municipal Code, Numbering Buildings](#). The range of available addresses for a site are based on factors such as, but not limited to, the orientation of the street(s), site location, of existing addresses of abutting properties.

The street numbers typically range from one to four digits depending on the property location on the street grid. A letter modifier may also be added to the end of the (e.g. 1324-A) in areas where there are more buildings on a development site than available addresses. This may occur when several properties share a common driveway or when townhouses are built in previously developed areas.

ADDRESS ASSIGNMENT APPLICATIONS

What qualifies for an address assignment?

Ground floor spaces with front doors that directly access the street are the most common reason for an address assignment.

Other examples are but not limited to:

- New buildings – Residential and Commercial
- New dwelling units/suites - Multi-family and Commercial
- Accessory Dwelling Units (ADUs)
- Nonresidential tenant spaces
- Condominium Conversion
- Vacant Lots/Lot Splits
- Properties in other cities that “front” Berkeley streets
- Special Projects by government and educational institutions



ADDRESS ASSIGNMENT INFORMATION

How do I request a property address assignment or address change?

To request an address assignment, complete an Address Assignment application and provide the applicable documentation based on type of address assignment needed.

You may turn in the completed application with the additional required documentation either by email to buildingandsafety@berkeleyca.gov or in person at [Permit Service Center](#), 1947 Center Street, 3rd Floor.

The Address Assignment Team will research the property site, determine appropriate addresses, and notify the applicant, public utilities, emergency services, United States Postal Services, and other City of Berkeley agencies of the property address change. The address assignment takes effect the day the notification is sent out unless otherwise stated. Property owners are notified of address assignments and changes by postal services. The building owner is responsible for notifying all tenants and posting the new address(es) in a visible location on the building.

Why is my address assignment delayed?

Delays are caused by incomplete applications, missing payments, and or missing required documents.

Items that can causes delays include but not limited to:

- Incomplete application
- Missing required documentation such as a recorded deed restriction or floor plans
- Delay of payment of invoice
- Inappropriate address requests
- Pending building permit application

A complete application packet includes a completed address assignment application, payment of fees, and all required documentation for the type of address assignment needed.

For new construction or new tenant spaces, address assignments cannot be approved until the building permit is issued and construction is underway. There is an exception for new construction on a vacant lot.

ADDRESS ASSIGNMENT REVIEW

When an application is received, the Address Assignment Team will verify that the site is legally recognized by checking the legal description provided by the applicant, and the Alameda County Assessor’s Parcel Number and parcel dimensions.

The applicable address(es) is established and a development site parcel is created for City of Berkeley records. The Address Assignment Team will notify the applicant, public utilities, emergency services, United States Postal Service, and other City of Berkeley agencies, as applicable, of approved address assignments and changes.

Applications take between four to six weeks for review, approval, and notifications. If additional information is needed, the applicant will be contacted via email and asked to provide.

ADDRESS CORRECTIONS OR REPLACEMENT

Why do property addresses change?

The Planning and Development Department is responsible for assigning property addresses that are correct and changing property addresses that are incorrect. A property address change can be required to correct and update the following:

- Existing address
- Out-of-sequence address
- Historically inaccurate address
- New development

An accurate and sequential addressing scheme is essential to eliminate confusion and to facilitate quick emergency response during life-threatening situations.

ADDRESS SIGNAGE LOCATION

Once you receive an address, appropriate signage must be installed at the site. All numbers must be at least 2 inches in height and placed upon or immediately above the entrance or entrances to the building.

If such a location is impractical, numbers may be placed in other locations but must be visible. All numbers must be placed as to be readily seen from the street by persons in the front of the building or house to which the numbers apply.



ADDRESS ASSIGNMENT APPLICATION PACKET

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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:

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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 \$250.00:** 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: