City of SACRAMENTO
Community Development

300 Richards Blvd., 3rd Floor
Sacramento, CA 95811
Help Line: 916-264-5011
www.cityofsacramento.gov/cdd

Address Request Form

Complete this form to request an address for your project. **Submit complete Application Package to:** addressing@cityofsacramento.org. Please note there is a $179 Addressing Fee associated with each new address.

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
☐ Constructing additional building/unit on parcel
☐ Replacing existing building
☐ Demolishing or combining suites in multi-tenant building
☐ Corner lot entrance is on a different street
☐ 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 ☐ Apartment ☐ Retail ☐ Utilities ☐ Park Site ☐ Other: _____ ☐ Office Building ☐ Industrial

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.

Signature: _____