

### Address Request Form

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