

**Address Request Form**  
 Email: [addressing@cityofsacramento.org](mailto:addressing@cityofsacramento.org)

**Contact Information**

Applicant Name: \_\_\_\_\_ Application Date: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Site Information**

Parcel number(s): \_\_\_\_\_  
 Property Address (if known): \_\_\_\_\_  
 Reason for Request: \_\_\_\_\_

New Address (currently no address)  Change Address (delete existing address)  Additional Address

**Attachment (may be required):**

- Site Plan with building footprint, unit outline, unit main entrance, and driveway or property's main access to street
- Floor Plan (needed for multi-floor & multi-suite buildings)
- A Valid Driver's License \_\_\_\_\_
- Letter of Agency (if not property owner or contractor)

**Address Type:**

Situs

Residential

- Single Family
- Duplex
- Second Residential Unit

Commercial

- Condo
- Apartment
- Office Building
- Retail

- Utilities
- Park Site
- Industrial
- Other: \_\_\_\_\_

Will mail be delivered to this address?     Yes     No    Zip Code \_\_\_\_\_

Related Application Number(s): \_\_\_\_\_

**Internal Use Only**

Address Application Number: \_\_\_\_\_ Notification Sent Date: \_\_\_\_\_

Proposed Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_