



### **1. GENERAL INFORMATION:**

- All requests for new or change to addresses shall be submitted to Building and Safety Division.
- Changes to street names or new street name assignments are not part of this application.

### **2. REQUEST FOR NEW OR CHANGE TO ADDRESS NUMBERS:**

- To request a new or change to address, the property owner shall complete the attached change of address form.
- If the request is approved, the property owner will be notified and instructed to obtain a change of address building permit.

### **3. PERMIT INFORMATION:**

- An address permit is required for each new address in new developments, adding an address to existing buildings, and changing an existing address. This includes suite, apartment, and unit numbers.
- Applications for an address permit may only be submitted by and permits issued to the property owner.
- Applications will be processed after the request has been approved (see item #2 above).
- Applicants shall submit one application for each new address or change in existing address and pay the required fees (\$74.00 per request, large projects may require additional fees).
- Buildings containing multiple tenant addresses are also required to have a "shell" building address. When converting an existing building with one tenant with one address into a building with multiple tenant addresses, each tenant space, as well as the building shell, will require a separate address.
- All commercial and residential development applications shall be accompanied by a site plan showing the location of each building and, if applicable, a floor plan showing the location of each suite/apartment/unit in each building. Site plan and layout preferably shall be submitted in PDF file format.



CITY of CALABASAS

# CITY OF CALABASAS

## Request for New or Change in Address Numbers

2  
OF  
2  
7/2021

PROJECT ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_

**CHECK ALL THAT APPLY:**

- New building
- Existing building
- Shell building
- Tenant space
- New tenant - Name: \_\_\_\_\_
- Existing tenant - Name: \_\_\_\_\_
- Other: \_\_\_\_\_
- Residential
- Commercial
- Industrial

**PROPERTY OWNER:**

Owner's name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone ( \_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

APN NUMBER: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ TRACT: \_\_\_\_\_ LOTS: \_\_\_\_\_

LIST ALL EXISTING ADDRESSES: \_\_\_\_\_  
\_\_\_\_\_

NEW ADDRESS (ES) REQUESTED: \_\_\_\_\_  
\_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OWNER'S NAME: (please print): \_\_\_\_\_

OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICE USE ONLY**

NEW ADDRESS: \_\_\_\_\_

OWNER NOTIFIED \_\_\_\_\_ BY \_\_\_\_\_ PERMIT #BS \_\_\_\_\_