



# NEW ADDRESS / CHANGE OF ADDRESS / ADD SUITE NUMBERS REQUEST FORM

COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING DIVISION  
 ALBERT SALVADOR, P.E., C.B.O., BUILDING OFFICIAL  
 10300 TORRE AVENUE • CUPERTINO, CA 95014-3255

NEW ADDRESS       CHANGE OF ADDRESS       ADD SUITE OR UNIT NUMBERS

APN		DATE	
OWNER NAME:		PHONE:	E-MAIL:
STREET ADDRESS:		CITY, STATE, ZIP	FAX
EXISTING ADDRESS (not applicable for new address requests):			
NEW ADDRESS(ES) REQUESTED:			
NEW SUITE/UNIT NUMBER(S) REQUESTED:			
<i>The fee is due with this request form and will not be refunded if the request is denied. Direct costs associated with new address, change of address or addition of suite numbers will be the responsibility of the applicant. Approximate review time is fifteen (15) business days. If the address change is granted, the new address will be in effect fifteen (15) business days following approval.</i>			
Signature: .....		Print:.....	Date: .....

## REQUIREMENTS:

- The new address, change of address or addition of suite number(s) will not create confusion:** New addresses will be reviewed for compliance. Addresses shall maintain a consistent and logical numerical order, suite & unit numbers need to be numeric. **The new address, change of address or addition of suite/unit number(s) will not result in a public safety hazard.**
- The Odd / Even addressing system will be maintained:** Even numbered addresses will be approved on the South or East side of the street. Odd numbered addresses will be approved on the North or West side of the street.
- Site Plan:** Provide a scaled and dimensioned site plan on a 11"x17" sheet showing addresses on each side of the building site, along with the closest addresses across the street from the entrance of the building, & the new building entrance. If there are unit or suite numbers, show the layout of the units and have all unit/suite numbers shown on the site plan.
- Proof of Ownership:** Provide proof of Ownership of the parcel such as a property tax bill, grant deed etc.
- Fee:** The fee to request a new address, a change of address or addition of suite/unit numbers is **\$356.00 (2 hr min-If more than 2 hours is required an hourly fee of \$178.00 per hour is charged)**. The fee is due with this request form and will not be refunded if the request is denied. Direct costs associated with new address, change of address or addition of suite numbers will be the responsibility of the applicant. Approximate review time is fifteen (15) business days. If the address change is granted, the new address will be in effect fifteen (15) business days following approval.