

**Building and Safety  
Permit Service Center**

To make a request to add, delete or change an address, submit the completed Address Assignment Request form to the Building and Safety Division along with a non-refundable payment of \$200.00.

Request forms may be submitted in person or via email to: [buildingandsafety@cityofberkeley.info](mailto:buildingandsafety@cityofberkeley.info)  
All electronic requests must be submitted in PDF format.

**Building and Safety**  
1947 Center St. 3<sup>rd</sup> floor  
Berkeley, CA 94704  
510-981-7440 TTY 6903  
[buildingandsafety@cityofberkeley.info](mailto:buildingandsafety@cityofberkeley.info)

# ADDRESS ASSIGNMENT REQUEST

**Address Information**

APN #:  
Existing: Unit #(s):  
Proposed: Unit #(s):  
Reason:  
Do you wish to remove an address on the parcel?      Yes      No  
Remove: Unit #(s):

**Applicant Information**

	Owner	Agent	Contractor	Design Professional
Name:			Phone:	
Company:			Bus Lic #:	
State Lic #:			Lic. Class:	
Address:			City, Zip:	
Email:				

**Owner Information**

Name: Phone:  
Address: City/ST/zip:  
Email:

**Required items**

- Payment of \$200.00:      Check #:      Visa      MasterCard      Cash
- Signed letter from the owner granting the applicant authority to submit this request
- Vicinity Map showing current address, nearest cross streets, addresses of adjacent properties, and a minimum of two (2) addresses of properties across the street
- For multi-unit buildings: Floor plans showing the proposed unit number(s) on all floors

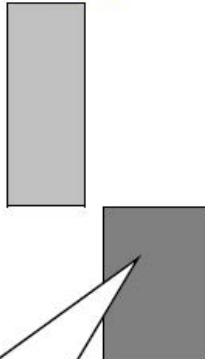
I understand that this request will take 4-6 weeks to process, and there is no guarantee that the exact address requested will be assigned. I understand that according to Berkeley Municipal Code Section 16.28.050, the owner is responsible for the proper physical numbering of the building so that the address is visible from the street.

Applicant Signature

Date

	Name of Street Here		Your Parcel	
		Label this Parcel w/ House Number	Label with <b>Assessor's Parcel Number</b> and <b>Current Address</b>	Label this Parcel w/ House Number
		Adjoining Parcel		Adjoining Parcel
		1202		1208

Name of Street Here

	1203	1205	Example Only	
	Label at least 2 Parcels across the street from your property with house number	Label at least 2 Parcels across the street from your property with house number		

If you have more than one building on the property, provide the current address of each building. (Residential garages do not need separate addresses.)