

**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@berkeleyca.gov
All electronic requests must be submitted in PDF format.

Building and Safety
1947 Center St. 3rd floor
Berkeley, CA 94704
510-981-7440 TTY 6903
buildingandsafety@berkeleyca.gov

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 Designer

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 Master Card Cash

Signed letter from the owner granting the applicant authority to submit this request

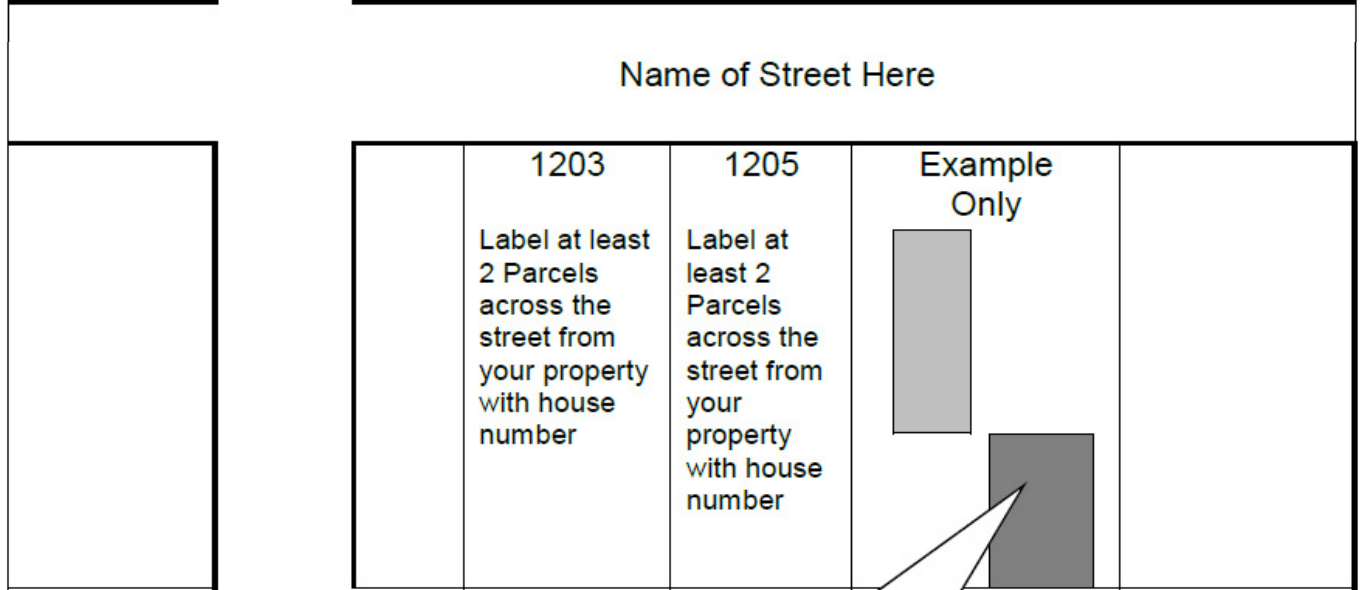
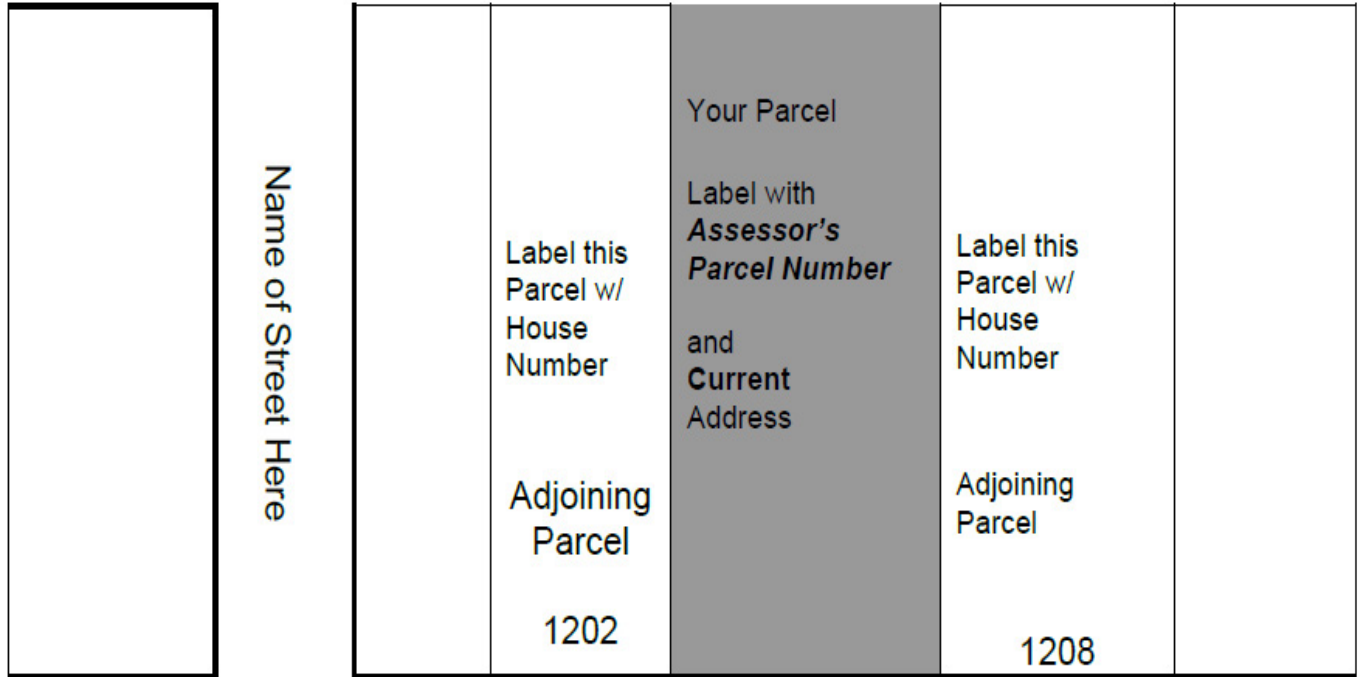
Vicinity Map showing current address, nearest cross streets, addresses of adjacent properties, and a minimum of two (2) addresses of properties across the street

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



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