



GENERAL INFORMATION:

- ✓ All requests for new or change to an existing address(es) shall be submitted to Building and Safety.
- ✓ Changes to street names or new street name assignments are not part of this application.

REQUEST FOR NEW OR CHANGE TO ADDRESS NUMBERS:

- ✓ To request a new address or change to an existing address, the property owner must complete the attached Address Number Request Form, and pay applicable fees.
- ✓ If the request is approved, any associated permit applications and proposed plan sets must be updated with the new address.

PERMIT INFORMATION:

- ✓ A separate Address Request Form is required for each address for new construction, adding an address to an existing building, and/or changing an existing address. This includes suites, apartments, ADU's, and unit numbers.
- ✓ Applications for an address request may only be submitted by, and issued to, the property owner or authorized agent.
- ✓ Applicants shall submit one application for each new address or change in existing address and pay the required fees (\$83.00 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.
- ✓ A floor plan showing the location of each suite/apartment/ unit in each building must be included with Address Request Form submission.
- ✓ 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 must be included with Address Request Form submission.



CITY of CALABASAS

CITY OF CALABASAS

Address Number Request (New or Change)

2
OF
2
8/2024

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:** _____ **LOT(S):** _____

LIST ALL EXISTING ADDRESSES: _____

NEW ADDRESS(ES) REQUESTED: _____

REASON FOR REQUEST: _____

OWNER'S NAME: _____

OWNER'S SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY

NEW ADDRESS: _____

SIGNATURE: _____ **DATE:** _____