



455 County Center, 2<sup>nd</sup> Floor | Mail Drop PLN 122  
Redwood City, CA 94063  
(650) 363-4161  
planning.smcgov.org

Please provide the following information:

Date: \_\_\_\_\_

- For New Land Development - A tax lot map clearly indicating the lot(s).
- For Existing Structures - A diagram showing suite layout of building.
- Reason for Request to change Address of suffix number.

APN/"Parcel Number": \_\_\_\_\_

Current address: \_\_\_\_\_

Type of Address Request:

Additional Address

\*Change Address

New Address

Utility Address

### Property Owner

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Requestor

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

*Disclaimer: By signing above, Requestor acknowledges that Property Owner has consented to address change for permit(s) needed at property. Under no circumstances shall the County of San Mateo be liable for any actions taken on or omissions made from reliance on any information contained herein from the Requestor nor shall the County be liable for any other consequences from any such reliance.*

\* Reason for Change Request: \_\_\_\_\_

Your preferred number: \_\_\_\_\_

We will do our best to accommodate your preferred address number after research and confirmation from the Fire Department.

Please email completed form and attachments with subject "Address Assignment" to [buildingcounter@smcgov.org](mailto:buildingcounter@smcgov.org).

Property Addressing Service (applies to each assignment or change of each street address):

Minimum Fee (non-refundable)

\$165.00

Staff Labor

\$165.00/hr.

Following addressing, Requestor shall be invoiced for payment.