



HOW TO OBTAIN AN
ADDRESS CHANGE

City of San Diego
Development Services Department

INFORMATION
BULLETIN

185

March 2021

This Information Bulletin covers procedures for obtaining an address change. Requests shall be submitted using a General Application for Address Change by the property owner or authorized agent. The request must include a General Application for Address Change and a site plan.

If a Building Permit or a Tenant Improvement Permit have been submitted to the Development Services Department, addresses will be assigned during the plan check process.

For clarification of the process, contact the Address Coordinator at dsdweb@sandiego.gov or call (619) 446-5096.

Note: Addresses ending in "00" are not issued. They are for City of San Diego official use only.

I. APPLICATION OF ADDRESS CHANGE

The request shall be digitally submitted to the Development Services Department and include:

- A. Legal description of property, including lot, block, subdivision name and map number, or Parcel number and map number, which can be found on the property tax bill.
- B. Tax Assessor's Parcel Number (APN), which can also be found on the property tax bill. If a new subdivision or parcel map is being filed, be sure to provide the APN's for the new parcels.
- C. Address(es) currently being used for buildings, suites and/or units.
- D. A brief explanation of the request.
- E. Contact information, including name, address, telephone number and email.
- F. Building permit number if permit has been recently issued, including plan file number.

II. SITE PLAN

Samples of plot plans for various types of requests are shown on Page Two of this bulletin. The site plan shall be one page and include:

- A. Existing buildings and their current addresses, including suite and unit numbers, if any.
- B. Addresses of adjacent lots. This information must be included even if adjacent lot is on the other side of a cross street.
- C. Location of front doors or main entrances.
- D. Proposed buildings, if any.
- E. All property lines.
- F. "North" arrow.
- G. Streets and nearest cross streets.

III. NOTIFICATION

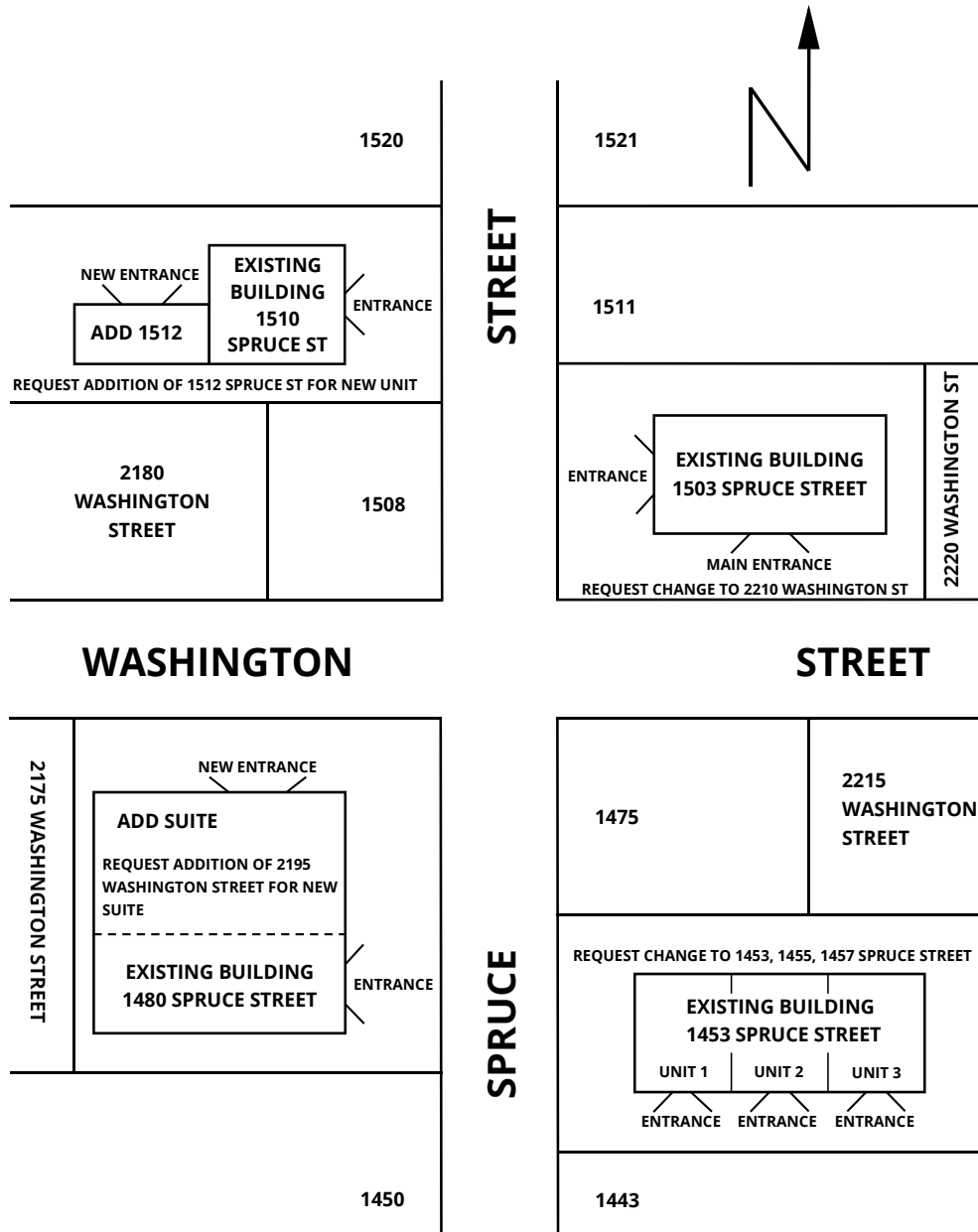
The Address Coordinator will review the request and determine if the request meets addressing requirements. Notification of the results will be sent by email.

IV. FEES

The addressing fee for the assignment of a new building address associated with a Building Permit or Tenant Improvement Permit are assessed during the plan check review process and are \$86.92 per assigned address, plus the plan check hourly rate.

The address change fee is \$347.68 per address change. There shall be no refund for work performed in processing an address change for a request that results in denial of the address change.

SAMPLE SITE PLAN



Visit our web site at www.sandiego.gov/development-services. Upon request, this information is available in alternative formats for persons with disabilities.

**Documents referenced in this
Information Bulletin**

- **General Application, [DS-3032](#)**