



## INFORMATION SHEET

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**NO. G-03**

**DATE** : June 8, 2018  
**CATEGORY** : General  
**SUBJECT** : **Assigning Street Addresses**

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**SECTIONS INVOLVED** : San Francisco Building Code - Section 106A

**INTENT** : To clarify procedures in assigning new street addresses or adding additional addresses to new or existing building permits

**DISCUSSION** :

- I. Addresses already registered in DBI's PTS system:
  - A. Permit cannot be issued without address.
  - B. Fees incurred in assigning street address should be per fee schedule.
  - C. Each permit can accommodate five (5) addresses. Additional addresses need to be on separate permit, unless approved by supervisor.
- II. Addresses not registered in DBI's PTS system:
  - A. Assigning new street addresses are by appointment only. Request will not be processed at Central Permit Bureau (CPB) without appointment. Owner needs to submit a request for appointment via email with all relevant information to: [dbi.cpbrequest@sfgov.org](mailto:dbi.cpbrequest@sfgov.org). CPB will respond to the phone call or email and set up a morning appointment at the earliest available time.
  - B. A written request letter from the owner and one set of approved floor plans clearly showing the allocated to address assigned are required for assigning new street addresses. Payment of additional fees for a separate building permit to create or add these addresses to the PTS system is also required.
  - C. For new developments or complex projects, verification by field visit may also be required prior to assigning new addresses.
  - D. Recording lot split/merging map from Assessor's Office is required for projects including lot split/merge or additional lot prior to assigning new addresses.

- E. For condominiums, a condo map, copy of property tax bill, and a written request letter from owner are required prior to assigning new addresses.
- F. After issuance of permits, assigning new street addresses, or adding additional addresses to new or existing building permits, Block and Lot Map at CPB should be updated.
- G. For mixed-use (commercial and residential condominium) buildings with multiple entrances, the street address per Condominium Map shall be used.

If the residential entrance is facing the street perpendicular to the street used for address, a sign with the street address shall be painted or installed on the exterior wall in a conspicuous location to properly indicate the entrance to the residential units.

- H. As required per the Enterprise Addressing System (EAS) by the Department of Technology (contact (415) 581-4004), the following street numbers will be assigned to corner building only: 1, 2, 98 and 99; and similarly 101, 102, 198 and 199, etc.
- I. If there is no entrance facing the street, assigning address of the building to the street is acceptable; provided that a street address sign shall be painted or installed on the exterior wall facing the street, with an arrow and/or description indicating direction to the entrance.

NOTES:

- 1. Suite numbers, unit numbers, and apartment numbers are to be assigned by the property owner, building manager or developer.
- 2. For correction of mailing address of property profile, contact the Assessor-Recorder Office.
- 3. Survey may be required to verify location if door is within property.
- 4. Changing address for existing building is not allowed. Adding address to single family dwelling is also not allowed.

*Tom C. Hui*

*6/8/18*

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*or*

Date

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