



INFORMATION SHEET

NO. G-26

DATE : September 16, 2016
SUBJECT : General
TITLE : **Clarification on Administrative Bulletin AB-035**

PURPOSE : The purpose of this Information Sheet is to clarify required documents to be submitted to change an existing street number assignment in accordance with AB-035.

REFERENCES : San Francisco Building Code
Administrative Bulletin AB-035
Information Sheet No. G-03

DISCUSSION :

A. San Francisco Building Code Administrative Bulletin AB-035

Renumbering

Any property owner may request a change to an existing street number assignment. Approval of the request for change to an existing street number assignment shall not be denied if such request can reasonably be granted. A request in writing must be made to the Building Official requesting a change to the existing street number assignment. Proof of property ownership must be submitted if requested by the Building Official and any other information as needed for determination of request approval.

If a property is tenant-occupied, the property owner must also submit documentation acceptable to the Building Official that all tenants have been notified of the proposed street number change request.

B. Required Documentation


The following documents must be submitted to the Department of Building Inspection to request a change to an existing street number assignment:


1. A written request to change an existing street number assignment
2. Proof of the property ownership

3. A notarized affidavit signed by the owner to list the names of all tenants and provide information of tenants' occupancy; such as, how many dwelling units are currently occupied by tenants. (See Attachment A: Sample Affidavit)
4. A letter of consent signed by each occupied unit's tenant (if any) regarding changing address. The letter needs to be notarized. (See Attachment B: Sample Letter of Consent)
5. A new permit application (pink form 3/8) must be obtained with the following information:
 - a. A description of work that clearly indicates that it is for the purpose of changing address. The description should be something like "*administrative permit for changing address from XXX to XXX with an effective date of XXX.*"
 - b. Two (2) sets of plans showing a front elevation with arrows indicating which address go where in the building with a reference to the new unit permit application; site plan with block and lot; and addresses of the properties and the neighbors; locations of doors; and name of streets
 - c. For multi-unit building, floor plans to clarify as to which story and which unit the reassigned address and the other addresses belong.
6. In addition to #5 above, M permit documenting the address change is required. The M permit should reference the pink form (3/8) and the building permit should reference the M permit number.
7. Applicant will also be required to pay DBI for performing the following tasks:
 - a. Central Permit Bureau (CPB) will enter the new address into the following databases: AVA (Address Validation System) and EAS (Enterprise Address System). To add the change of address on the corresponding CPB block and lot map and to enter a comment on AVS to indicate the change. Cross-referencing the changes on the all the databases will be of great help when doing research.
 - b. CPB will also need to send notices to the Assessor's Office; Emergency Committee Department; and the US Postal Service, Operations Programs, Claude Wang and the corresponding Post Office Station.

C. Unreasonable Request

Any requests in conflict with Information Sheet No. G-03 and considered to be unreasonable, will be denied.


9/16/16

 Tom C. Hui, S.E., C.B.O. Date
 Director 
 Department of Building Inspection

Attachments: As stated

This Information Sheet is subject to modification at any time. For the most current version, visit our website at <http://www.sfdbi.org>

SAMPLE OWNER'S AFFIDAVIT

1. Existing property address: _____
2. I am the Owner of the property (the Property) described in the deed of the Property (attached).
3. Tenants. The following tenants and renters occupy the Property: *(check one box)*
 - There are no tenants.
 - There are tenants. Their names are:

4. Premised. That the premises are at present in use as:
 - Single Family Residential 2-Unit Residential 3-Unit Residential 4-Unit Residential
 - Manufacturing Vacant Land Apartment Complex Farm Mixed Use Other _____
5. I will resolve and abate the current outstanding complaint/violation on the property if any.

I submit this Affidavit to Department of Building Inspection as part of the supporting documents for a request to change the existing property address. I will be fully responsible for any loss caused by inaccuracies or omissions in the above information of which I am aware.

OWNER

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public _____ County, _____

My Commission is permanent. (If not, state Expiration Date: _____, _____)

SAMPLE LETTER OF CONSENT FROM THE TENANT

Re: Request to change the existing property address

To Department of Building Inspection:

I _____, as tenant/lessee of the property located at (existing property address) _____, gives my permission for (name of the owner) _____, to request to change the existing property address to:

_____.

TENANT/LESSEE:

Subscribed and sworn to before me this _____ day of _____,

Notary Public _____ County, _____

My Commission is permanent. (If not, state expiration date: _____, _____)