



REQUEST FOR NEW OR CHANGE OF ADDRESS NUMBERS

1. GENERAL INFORMATION:

- All requests for new or change to addresses shall be submitted to Building Safety & Housing Department. Address number assignments are based upon the City of Milpitas Addressing Policy.
- Changes to street names or new street names assignments are not part of this application.

2. REQUEST FOR NEW OR CHANGE TO ADDRESS NUMBERS:

- To request a new or change to address, the property owner shall complete the attached change of address form.
- If the request is approved, the property owner will be notified and instructed how to obtain a change of address permit from the Building Safety & Housing Department.

3. PERMIT INFORMATION:

- An address permit is required for each new address in new developments, adding an address to existing building and changing an existing address. This includes suite, apartment and unit numbers.
- Applications for an address permit may only be submitted by and permits issued to the property owner (not tenants).
- Buildings containing multiple tenant addresses also are 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.
- All commercial and residential development applications shall be accompanied by a site plan showing the location of each building and building address, and if applicable a floor plan showing the location of each suite/apartment/unit in each building. Site plan and layout preferably shall be submitted in PDF file format.

4. ADDRESS NUMBERS INSTALLATION REQUIREMENTS:

- See the “[Address Requirements](#)” handout for specific requirements for installation of the address numbers and inspections.

5. QUESTIONS:

If you have any questions regarding your project, please contact the Building Safety & Housing Department at (408) 586-3240.



CITY OF MILPITAS

455 East Calaveras Boulevard, Milpitas, California 95035-5479 – www.ci.milpitas.ca.gov

Building Safety & Housing Department (408) 586-3240

REQUEST FOR NEW OR CHANGE OF ADDRESS NUMBER(S)

EXISTING PROJECT ADDRESS: _____ DATE: _____

CHECK ALL THAT APPLY:

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> New building | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Existing building | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Shell building | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Tenant space | |
| <input type="checkbox"/> New tenant – Name: _____ | |
| <input type="checkbox"/> Existing tenant – Name: _____ | |
| <input type="checkbox"/> Other: _____ | |

PROPERTY OWNER:

Owner's name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Contact person: _____

Phone (____) _____ -- _____ Fax (____) _____ -- _____

Email: _____

APN NUMBER: _____ - _____ - _____ TRACT: _____ LOT(S): _____

LIST EXISTING ADDRESS(ES): _____

NEW ADDRESS(ES) REQUESTED: _____

REASON FOR REQUEST: _____

OWNERS SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

NEW ADDRESS(ES): _____

OWNER NOTIFIED _____ BY _____ PERMIT #B-AC _____ - _____