



CITY OF FOSTER CITY

Community Development Department

Building Division

610 Foster City Blvd, Foster City, CA 94404

Phone: 650-286-3227 | Email: building@fostercity.org

NEW ADDRESS APPLICATION

PROPERTY INFORMATION: *(Mandatory)*

Proposed Property Address: _____ Foster City, CA 94404

Assessor's Parcel Number: _____ TRACT #: _____

Permit Application# (if any): _____

DESCRIBE REASON FOR ADDRESS REQUEST:

PROPERTY OWNER'S INFORMATION:

Property Owner's Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

APPLICANT INFORMATION: OWNER ARCHITECT ENGINEER CONTRACTOR

Applicant's Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Office Use Only: APPROVED REJECTED

Staff's Note:

Reviewed by: _____ **Date:** _____

INSTRUCTIONS

Use this form to request the assignment of an address to your project. For information on the addressing process, see page 2. Note that addresses will only be assigned when new development or alteration work is proposed. If no new construction or alteration is proposed, a change of address will ONLY be granted for one of the following reasons:

1. The existing entrance on a corner lot is on a different street.
2. The documentation demonstrates difficulty in receiving mail or emergency services.

SUBMITTAL PACKAGE

HOW TO SUBMIT: To submit your request package or for addressing questions, email: building@fostercity.org

WHAT TO SUBMIT: Provide a submittal package that includes: New Address Application, Site plan (indicate property lines, building footprint, and entrance to the building) and the County recorded parcel map. Advisory: Additional documents may be required based on project scope.

FEE PAYMENT: Refer to the current [Master Fee Schedule](#).

PROCESS AND REQUIREMENTS FOR REQUESTING A NEW ADDRESS

NEW CONSTRUCTION/DEVELOPMENTS:

1. When construction of any new development is proposed, an addressing process is required to establish new addresses. New addresses are assigned consistently with the existing addresses and the city-wide numbering grid.
2. Applicants should submit an Address Assignment Request for large developments concurrent with the planning permit process. For smaller projects, applicants can submit the request during the building permit process.

CHANGING EXISTING ADDRESSES: Existing address numbers will be changed only if one of the following reasons applies:

1. There is an entry change on a corner lot where building permits are issued for a remodel.
2. A new Suite is created and required new address to Receive mail.
3. Documentation that demonstrates difficulty in receiving mail or emergency services.

ADDRESSING LIMITATIONS: There are limitations to how addresses can be assigned. These include:

1. Multi-tenant buildings will have one street address with suite numbers for tenant spaces, and one address is assigned per tenant space.
2. Addresses are not assigned to empty lots or vacant land until plans for development are submitted.
3. Addresses will only be assigned when new development or alteration work is proposed.
4. Emergency Services Request. Addresses may be assigned to identify original construction addresses, after verification by Planning, Building, and Public Works. Hourly fees may apply to multiple address assignments on one parcel.
5. A separate Address Assignment Request form and fee is required for each building or structure on a parcel.