



# 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](mailto:building@fostercity.org)

## Address Assignment Request Application

### 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 that 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](mailto:building@fostercity.org)

**WHAT TO SUBMIT:** Provide a submittal package that includes:

This **APPLICATION FORM**, completed and signed.

**FEE PAYMENT:** \$252.00 per Address Assignment Request **beginning July 1<sup>st</sup>, 2024**. See the [Master Fee Schedule](#) on July 1<sup>st</sup>, 2024

**SITE PLAN:** Use 8.5x11 sheet. Draw to scale. Show property lines, building footprint, and entrance to the building.

**FLOOR PLANS:** if your request entails changes to suite or unit numbering.

Other documents may be required by your project scope.

This form is a computer-fillable form. Use free [Adobe Acrobat Reader](#) to complete and sign the form.

CURRENT PROPERTY ADDRESS if any:

ASSESSOR'S PARCEL NUMBER:

TRACT #:

PLAN REVIEW # if any:

APPLICANT NAME:

APPLICANT IS **CHECK ONE:**

PROPERTY OWNER

ARCHITECT

ENGINEER

CONTRACTOR

FIRM NAME if any:

PHONE:

EMAIL:

REASON FOR ADDRESS REQUEST **CHECK ONE:**

Constructing a new building on a parcel with no address

Replacing a building and including a change in use

Replacing a building and prior use will continue

Demise or combine suites in a Multi-Tenant Building

My corner lot entrance is on a different street.

I'm having difficulty receiving mail or emergency services

BRIEFLY DESCRIBE YOUR REQUEST:

*continued*



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## PROPERTY OWNER OR AUTHORIZED LEGAL REPRESENTATIVE MUST COMPLETE THIS SECTION

PROPERTY OWNER NAME:

FIRM NAME if any:

MAILING ADDRESS:

PHONE:

EMAIL:

• PROPERTY OWNER SIGNATURE

DATE [MM/DD/YYYY]

## PROCESS AND REQUIREMENTS FOR REQUESTING A NEW ADDRESS

### NEW CONSTRUCTION/DEVELOPMENTS.

When construction of any new development is proposed, an addressing process is required to establish new addresses. New addresses are assigned consistent with the existing addresses and the city-wide numbering grid.

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.** Multi-tenant buildings will have one street address with suite numbers for tenant spaces, and one address is assigned per tenant space.
2. **Vacant lots.** Addresses are not assigned to empty lots or vacant land until plans for development are submitted.
3. **Work must be proposed.** 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. **Parcel/Building.** A separate Address Assignment Request form and fee is required for each building or structure on a parcel.

**FEES: \$252.00 per Address Assignment Request as of July 1<sup>st</sup>, 2024.** See the [Master Fee Schedule](#) to be posted on July 1<sup>st</sup>, 2024.

**CONTACT.** Appointments are required to submit your request package. For an appointment or for questions concerning addressing, please contact: [building@fostercity.org](mailto:building@fostercity.org)