

CITY OF MILPITAS

Building & Safety Department
455 E. Calaveras Blvd.
Milpitas, CA 95035
408-586-3240
www.ci.milpitas.ca.gov



REQUEST FOR NEW OR CHANGE IN ADDRESS NUMBERS

1. GENERAL INFORMATION:

- All requests for new or change to addresses shall be submitted to Building and Safety 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 to obtain a change of address permit from the Building and Safety 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 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 “*Address Requirements*” handout for specific requirements for installation of the address numbers.

5. INSPECTIONS

- One inspection is required to verify that all addressing requirements have been met as outlined in address numbers installation requirements handout. The Permit Card must be presented to the inspector.



CITY OF MILPITAS

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

Building & Safety Division
(408) 586-3240

REQUEST FOR NEW OR CHANGE IN ADDRESS NUMBERS

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: _____ LOTS: _____

LIST ALL EXISTING ADDRESSES: _____

NEW ADDRESS(ES) REQUESTED: _____

REASON FOR REQUEST: _____

OWNERS SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

NEW ADDRESSES: _____

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