



**City of Santa Clarita**  
**Building & Safety**  
**Address Request Form Requirements**  
Guidelines for Commercial & Residential Projects  
Please Contact us at (661) 255-4935

The following information is required in order to process a request for an address. Please read the following guidelines, fill out the attached application (Address Request Form) and return it to Building and Safety along with the required information. No address will be assigned until the form and printed maps are submitted.

**COMMERCIAL PROJECTS**

**ONE Commercial Address** - (If it is a suite in an existing building – see **Multiple Commercial Address** section)

- ⊙ (3) Copies of 1"=100' scale "clean copy" map of the entire parcel of land to be developed which shows the location of the driveway and building footprint along with surrounding areas and closest major cross streets.
- ⊙ Attach "Address Request Form" with Section 'A' completed in its entirety. Not all of the information on the attached form will pertain to your project. If there is something you are unsure of, please ask a member of our staff. If you know for sure it is not needed, please mark that line with N/A.

**Multiple Commercial Addresses** - (Shopping Centers, Industrial Parks, Office Buildings, etc.)

- ⊙ (3) Copies of 1"=100' scale "clean copy" map of the entire parcel of land to be developed with lot lines, approved street names, building footprints, units and/or suite layout, major cross streets and a vicinity map. Please include maximum number of unit/suite splits possible (even if it is not intended to be split that way upon submittal) to allow enough numbering room for additional units/suites.
- ⊙ (1) Copy of overall site plan on an 8.5"x11" sheet for agency routing.
- ⊙ Attached "Request for Address" form with Section 'A' completed in its entirety.

**RESIDENTIAL PROJECTS**

**ONE - Single Family Dwelling (SFD)**

- ⊙ (3) Copies of 1"=100' scale "clean copy" map of the entire parcel of land to be developed which shows the location of the driveway and building footprint along with surrounding areas and closest major cross streets.
- ⊙ Attached "Address Request Form" with Section 'A' completed in its entirety. Not all of the information on the attached form will pertain to your project. If there is something you are unsure of, please ask a member of our staff. If you know for sure it is not needed, please mark that line with N/A.

**Tract Homes** - (SFD, Town Homes, Condominiums, Multiple Addresses)

- ⊙ (3) Copies of 1"=100' scale "clean copy" map of the entire parcel of land to be developed with lot lines, approved street names within the development, building and driveway location, major cross streets and a vicinity map. The printed map does not need to include the elevation contours, general slope lines or any type of grade references.
- ⊙ (1) Copy of overall site plan on an 8.5"x11" sheet for agency routing.
- ⊙ Attached "Address Request Form" with Section 'A' completed in its entirety.



**City of Santa Clarita**  
**Building & Safety**  
**Address Request Form**  
**Residential & Commercial Projects**

**Section A: Required Information**

**Date Submitted:**  **Date Completed:**

**Project Information**

**Project Name:**  **Tract #:**  **Lot #(s):**

**Developer Name:**  **Cross Street:**

**Assessor's Parcel Number(s):**

**Contact Name:**  **Phone:**   
(If Different than Owner)

**E-mail:**  **Fax:**

**Property Owner Information:**

**Owner Name:**

**Owner Address:**  **Suite/Unit:**

**City:**  **State:**  **Zip:**

**Telephone #:**  **Fax #:**

**Comments:**

**Section B: For City Use Only**

**House Numbering Map #:**  **Thomas Guide:**  **Site Zip:**

**Inspection District:**  **Approved Map w/Letter Sent On:**

**Agencies Notified:**

- Gas Co.    Edison    SBC    Water Co    Post Office    AAA    Thomas Guide    L.A.P.W.  
 L.A. Assessor    L.A.F.D.    A.M.R.    Voter Registrar    GIS

**Comments:**