



## HOW TO APPLY FOR A NEW NON-RESIDENTIAL ADDRESS

**Submittal Requirements:** Please submit your completed application with the items indicated below to the Permit Technician, Project Planner or Project Engineer in the Development Services Center. If you are also providing a digital submittal with your application, you may either provide a copy on a computer disk (i.e., dvd or cd) with your application materials, or e-mail it directly to [rwun@ci.fremont.ca.us](mailto:rwun@ci.fremont.ca.us).

Item Required (X)	Required For All Applications
X	<b>1. Application Form – completed and signed by:</b> a. The applicant requesting the filing of this application; and, b. The current property owner(s), authorizing the request.
X	<b>2. Description of development.</b> Indicate if the current proposal is one phase of the final development.
X	<b>3. Statement regarding ownership status of each unit (i.e., if unit is a condominium or held under one ownership).</b> If the unit is a condominium, provide Tract, Lot, and Condominium Unit information. Otherwise, provide tenant space number. This information shall also be annotated on the addressing plan, where appropriate. The information will be used to correlate the address to the specific tenant space.
X	<b>4. Digital Submittal:</b> Please refer to the following requirements. a. The drawings are to be submitted in AutoCAD DWG format. b. Drawings shall be based on accurate coordinate geometry calculations and the NAD83 California State Plane Coordinate System (Zone III) and NGVD29. Alternatively, data in the local coordinate system with benchmark information is acceptable. c. All elements of the individual improvement plans sheets for the proposed project shall be combined into a single CAD formatted drawing. d. The specifications for a digital submittal are listed under Digital Submittal Standards and Control Points at <a href="http://www.fremont.gov/CityHall/Departments/GIS.htm">http://www.fremont.gov/CityHall/Departments/GIS.htm</a> . The minimum information submitted shall be the items requested under #6, #7, or #8 below.  [Note: If a digital submittal is not provided, processing time will be increased and a charge will be levied for the work done. A cost estimate will be provided and shall be required to be paid prior to commencement of work.]

Item Required (X)	Required For All Applications
X	<p><b>5. Address Plan - general:</b></p> <p>a. Copy requirements:</p> <p style="padding-left: 20px;">i) Printed paper copy: a minimum paper size of 8-1/2" x 11". However, 11" x 17" is recommended for larger developments.</p> <p style="padding-left: 20px;">ii) Number of paper copies: one set.</p> <p>b. Plans shall be clear and legible as well as drawn to scale.</p>

<b>Additional Information Required By Development Type</b> <i>(Specify development type on Application Form)</i>	
6.	<p><b>Creation of new tenant space in existing building:</b> Provide the following information where applicable.</p> <p>a. Vicinity map showing adjacent streets.</p> <p>b. Site plan with:</p> <p style="padding-left: 20px;">i) Monument sign locations, including sign address.</p> <p style="padding-left: 20px;">ii) Driveway and parking layout.</p> <p style="padding-left: 20px;">iii) Common area utility meters (such as for lighting or landscaping).</p> <p style="padding-left: 20px;">iv) Parcel outline(s).</p> <p style="padding-left: 20px;">v) Building outline and ground level floor plan.</p> <p style="padding-left: 20px;">vi) Streets providing access to the development with its name, street right-of-way, and sidewalk area.</p> <p>c. Floor plan of all floors with:</p> <p style="padding-left: 20px;">i) Show extents of existing space(s) being divided and its current address. And, indicate the preferred new location of the existing address relative to the new configuration. <i>(Note: The proposed tenant space shall correspond to tenant improvement plans under current building permit application.)</i></p> <p style="padding-left: 20px;">ii) Annotation of all known addresses in the location where they are being used, including utility meter(s).</p> <p style="padding-left: 20px;">iii) Hallways, elevators, stairs, lobby areas and main entrances to the building(s) and to each floor. If there are multiple entrances (i.e., such as primary stairway access, or doorway, etc.) to each floor of the building, indicate which is considered to be the main entrance.</p> <p style="padding-left: 20px;">iv) Primary entrance to each tenant space indicated.</p> <p style="padding-left: 20px;">v) Unique label for each unit such as space number/letter. <i>(This information will be used to identify one space from another but not to be used for addressing purposes.)</i></p>

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- 7. Addition to an existing building or new building to an existing development:** Provide the following information where applicable.
- a. Vicinity map showing adjacent streets.
  - b. Site plan to include any modifications to existing site.
    - i) Show both existing and proposed reconfigured site design. This information may be shown on separate plans for clarity.
    - ii) Show outline and ground floor of proposed building and/or building addition as well as existing structures that will remain.
    - iii) Indicate main entrance at ground level to each unit and/or building.
    - iv) Monument sign locations, including sign address.
    - v) Driveway and parking layout.
    - vi) Common area utility meters (such as for lighting or landscaping).
    - vii) Parcel outline(s).
    - viii) Building outline and ground level floor plan.
    - ix) Streets providing access to the development with its name, street right-of-way, and sidewalk area.
  - c. Floor plan of all floors showing both existing and proposed. This information may be shown on separate plans for clarity.
    - i) Tenant spaces:
      - (1) Show existing and proposed spaces. Indicate the preferred new location of the existing address relative to the new configuration. *(Note: The proposed tenant space shall correspond to tenant improvement plans under current building permit application.)*
      - (2) Primary entrance to each tenant space indicated.
      - (3) Location of new demising walls shall correspond to tenant improvement plans under current building permit application.
      - (4) List the total number of projected tenant spaces. If possible, show their potential configurations. This information will be used for address number spacing only. *(Units not covered under a building permit will not receive an address.)*
      - (5) Unique label for each unit such as space number/letter. *(This information will be used to identify one space from another but will not to be used for addressing purposes.)*
    - ii) Hallways, elevators, stairs, lobby areas and main entrances.
    - iii) If there are multiple entrances (i.e., such as primary stairway access, or doorway, etc.) to each floor of the building, indicate which is considered to be the main entrance.
    - iv) Annotation of all known addresses in the location where they are being used including utility meter(s).

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- 8. New development:** *The following information is required for an entire development even if the project is submitted in phases. In addition, it must be noted if the applicant is considering developing the adjacent property with the intent to connect to the current project.*
- a. Vicinity map showing adjacent streets.
  - b. Proposed site plan containing the following:
    - i) Monument sign locations, including sign address.
    - ii) Driveway and parking layout.
    - iii) Common area utility meters (such as for lighting or landscaping).
    - iv) Parcel outline(s).
    - v) Building outline and ground level floor plan.
    - vi) Streets providing access to the development with its name, centerline, right-of-way delineated and sidewalk area.
  - c. Proposed floor plan:
    - i) Complete floor plan with uses indicated. Include all floors of entire building if multi-story.
    - ii) Indicate building utility meter locations, hallways, elevators, stairs, lobby areas and main entrances (as applicable).
    - iii) Tenant spaces:
      - (1) Location of demising walls corresponding to tenant improvement plans under current building permit application.
      - (2) Total projected tenant spaces and their configurations (information to be used for address number spacing only).
      - (3) List the total number of projected tenant spaces. If possible, show their potential configurations. This information will be used for address number spacing only. *(Units not covered under a building permit will not receive an address.)*
      - (4) Unique label for each unit such as space number/letter. *(This information will be used to identify one space from another but will not to be used for addressing purposes.)*
      - (5) Primary entrance to each tenant space indicated.

**Background:**

- **Purpose:** The purpose of unique addresses and street names is to assist emergency service agencies, public and private agencies/businesses, the United States Postal Service and the general public in the location of a specific dwelling, building, business or property.
- **Code Reference:** Title VIII (Building Regulations of the Fremont Municipal Code) Chapter 5 (House Numbering)

- **Miscellaneous:** The request for new addresses may be submitted in conjunction with the building permit or final map application. The requirements described on this sheet are subject to change. If you need additional information or clarification to prepare your request, please contact the Permit Technician, Project Planner or Project Engineer who furnished you this sheet for further assistance.

### **Addressing Policy:**

- **Street Address Number Assignment:** Street address numbers are typically assigned to buildings/units which have direct access to the street. The actual numbers are based on the property's location within the City and front door orientation. In addition, identification within a development may also influence addressing.
- **Suite/Unit Number Assignment:** Units which are accessed from an interior hallway will be assigned suite/unit numbers. The suite/unit numbers are based on its location within the building (i.e., the floor it is located on and the unit's proximity to the floor's main access). Typically, individual street addresses and suite numbers are not mixed together in the same building. All addresses (from suite/unit numbers to street addresses) are assigned by the City.
- **Property Owner Responsibility:** The property owner is responsible for displaying the new address in accordance with the Building Regulations and Fire Code. Other responsibilities include informing all tenants/occupants of the property, individual agency and/or businesses of the new address. For additional information, see "ADDRESSING – Property Owner Responsibilities".
- **Legitimacy Review of Existing Addresses:** Existing addresses which are to be retained as part of this proposal will need to be verified for legitimacy. If it is found that the existing address cannot be verified, a new address may be assigned. And, if it is found that any existing addresses are not in sequential order, the property owner may be required to either rectify the matter or be charged for staff time to document the existing addressing conditions. To clarify the property's addressing for public safety, a schematic site/floor plan showing addresses and floor/building outlines(s) may be required to be posted on site.

### **Frequently Asked Questions (FAQ)**

- **Who may submit a request?** Only the property owner or individuals on behalf of the property owner (i.e., property manager, developer) may submit an address application to the City for consideration.
- **What does it cost?** When an address is being submitted as part of a project undergoing review by the Community Development Department, costs associated with processing the request will be based on time and material basis and added to the billing of that project. Otherwise, there is no charge.

- What is the purpose of addresses? Addresses are used to identify a specific location by emergency services, businesses and the general public. In order to allow for easy identification and to avoid confusion, all locations should have unique addresses.
- When is a new address required? A new address is required when new development or alteration work results in a new commercial or industrial tenant space. New individual addresses, or unit/suite numbers can only be assigned to an approved tenant space that has been authorized through the permit process. For address requests regarding existing tenant spaces or structures, the legitimacy of the tenant space or structure must first be established with the Building Division.

[Note: Regardless of development type, common areas and ancillary structures may require their own addresses for permitting and locational purposes.]

- How are addresses determined? A numbering system based on a County-wide grid is used to determine a street address. The actual numbers are dependent upon the parcel's location on the grid. For example, streets (aligned north to south) located in the northern part of Fremont will have a lower address than one located more southerly. Also, those streets aligned east-west would have a higher number the further away they are located from Mission Boulevard or Warm Springs Boulevard.

Suite, unit, and apartment numbers are based on the floor on which the unit is located on and its location on that floor. For example, a unit located on the second floor will have a number starting with "2". Units which are closest to the floor's main entrance should have the lowest number. From the floor's main entrance, those units on the left side of the hallway will receive even numbers. Those on the right side will receive odd numbers.

In all cases (i.e., street addresses or unit numbers), numbers are to follow a logical sequence from low to high with even numbers on one side and odd on the other.

Because the City is derived of multiple cultures, it would be difficult to assign addresses based on cultural preference. Therefore, it is the City's policy to assign addresses based on how they may best assist emergency service response.

- Who approves a new address? The Addressing Manager in the Geographic Information Systems (GIS) Division of the Information Technology Services Department issues addresses in coordination with the Community Development Department and the Fire Department.
- Who enforces how the addresses are used? Enforcement is carried through the Building Regulations and Fire Code (i.e., the Building Division and Fire Department, respectively).
- What are the steps? Speak with a Permit Technician in the Development Services Center regarding your request. You will need to submit a completed application form, filing fee (if required) and required material. The specific material accompanying the application form is dependent upon the nature of your request. The purpose of the review is to appraise the legitimacy and number of existing addresses or to verify the number of new addresses needed for the project.

- When should I submit my request? If it is determined that you will need a new address, submit your application when you apply for a building permit or final map (whichever comes first).
- How long does the process take? The time line for small uncomplicated projects may take approximately two to four weeks. This is dependent upon whether or not all the necessary information needed for the application has been submitted. Larger or more complicated requests will take longer. If the request is part of a larger project, then the time line for address issuance or street name review will be based on that of the larger project.
- How will I be notified of the new address? A letter will be sent to the applicant regarding the requested new addresses. However, if the addresses were requested as part of final map review of the new subdivision, the information may be provided to the applicant by the project engineer at the conclusion of the review. In addition, the addressing documents will be posted on <http://www.fremont.gov/CityHall/Departments/GIS.htm>.
- Who else does the City notify? GIS routinely notifies the following agencies and City departments.
  - Alameda County Agencies (Assessor's Office, Regional Emergency Communication Center, Registrar of Voters, and 911)
  - BFI Waste Systems
  - United States Postal Service (County Main Office, Fremont Main, Irvington Station, and Delivery Detached Unit)
  - Fremont Unified School District
  - Utility Companies (Pacific Gas & Electric, AT&T, Union Sanitary District, and Alameda County Water District)
  - City Departments (Development Organization, Engineering, Fire Department, and GIS)
- Are there any other steps I must go through before I use the new address? The City notifies specific agencies regarding address assignment. As the property owner, you will need to directly contact all applicable agencies, tenants, and/or businesses regarding your new address to insure that they recognize your new address as being in service. You should also change all property or building identification to show the new address and remove any former address within 10 days or not more than 30 days of being notified. Address changes (i.e., property signage, address displays and notifications) should be completed at the same time. Refer to the Uniform Building Code and its amendments (i.e., Ordinance No. 31-2007) for further details.
- I plan on doing my project in phases. How will it affect the addressing? Projects are often submitted in phases. For addressing purposes, the addressing plan/digital submittal must cover the entire proposed project. The reason for this is to allow Addressing Staff to plan for sufficient number of addresses and to assure that the address numbers remain sequential and logical throughout the development. The inclusion of additional addresses at a later time can create confusion, delay and may require the retraction of previously assigned addresses.

- I would like to use an address that has not been used for a while. Will there be any problems in using it? If you use an address that has not been active for a year or more, you may encounter problems with agencies such as the Post Office, PG&E, and AT&T in recognizing its validity. When this occurs, you should submit a request to have the address verified.
- What should I do to have an existing address verified? Existing addresses which need to be verified for legitimacy may be reviewed under an address verification application. If your address cannot be verified, it may result in a new address being assigned. If during investigation of your address, it is found that the site contains other addresses which are not in compliance with the City's addressing standards, these addresses will also be included in the review and changed where necessary.

Prior to processing your request, the Building Division will investigate the legitimacy of the tenant space or structure. If the space or building was not constructed with proper building permits, the address will not be verified. Any issues resulting from this investigation related to the Building Code will be handled by the Building Division. For additional information, see Information Sheet "How to Have an Existing Address Verified".

- Can I request a different address number if I get assigned a number that I don't like? Unless the address impedes emergency service response, an existing address (regardless if the number was newly assigned) will not be reassigned a new number. Exceptions may be granted for the following circumstances: the existing street number is out of sequence; the main entrance has been relocated and is now on a different street; or, the same address has been issued for more than one location (i.e., duplicate addresses and multiple properties creating a non-unique addressing situation).
- May I move an existing address to a different location? Addresses are assigned to a building and/or to a specific location within a building. Moving an existing address to a new location requires review and confirmation by the City to insure that the new location conforms to the City's addressing regulations and policies. You must talk with a Permit Technician in the Development Services Center to determine what process is necessary. Be aware that the Post Office may stop mail delivery if an address is moved without prior notice from the City.



- Where can I get more information? The following information is available at the Development Services Center or on the Internet. If you have a question, you can also call (510) 494-4834.

Development Services Center:

- Address & Street Name Application form
- Information Sheets on:
  - How to Have an Existing Address Verified
  - How to Apply For a New Residential Address
  - How to Apply For a New Non-Residential Address
  - How to Apply For a New Address for A Mixed Use Development
  - How to Apply For a New Street Name
  - Addressing - Property Owner Responsibilities
- Size and location of address numbers on a building (see Uniform Building Code and its amendments – Ordinance No. 31-2007).

Internet Sites:

- Official Street Names Listing Website for the Cities of Fremont, Newark and Union City:  
<http://www.fremont.gov/CityHall/Departments/GIS.htm>.
- United States Postal Service Suffix abbreviations:  
[http://www.usps.com/ncsc/lookups/usps\\_abbreviations.html#suffix](http://www.usps.com/ncsc/lookups/usps_abbreviations.html#suffix).
- Information on Digital Submittal and Control Points:  
<http://www.fremont.gov/CityHall/Departments/GIS.htm>.

[Note: Please be aware that for Addressing and GIS purposes, only schematic site plans and floor plans which show main access to the building and its interior will be needed. This simplified information enables the City to update its Geographic Information Systems ("GIS") in a more timely fashion for emergency service response. The drawings are to be submitted in AutoCAD DWG format. They shall be based on accurate coordinate geometry calculations and the NAD83 California State Plane Coordinate System (Zone III) and NGVD29. Alternatively, the data in the local coordinate system with benchmark information is acceptable.

The digital file should consist of a single CAD formatted drawing which combines all elements of individual improvement plan sheets for the proposed subdivision along with the elements of the Parcel or Tract Map.]