



City of Walnut Creek
Development Review Services
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Address Change Requests

Background: Section 10-3.104 of the Municipal Code gives the Community Development Director the authority as an administrative function to assign addresses to new buildings and to change an address when so requested by the occupant of the building. The Municipal Code does not include any guidelines for address assignments; rather the address ranges for all existing City streets have been established and agreed upon by the Fire Protection District, Police Department, and all other applicable agencies. Changes to existing street addresses are subject to review and approval of the Community Development Director.

Action: All address change requests, irrespective of their nature and/or purpose, shall be evaluated solely on the basis of health and safety. Addresses must fit within the established range for the block the property is situated within, must be odd or even as established for the particular side of the street the property is situated on, and must not be higher than the next highest neighboring address nor lower than the next lowest neighboring address. All Second Family Units must have the same address number as the primary dwelling, with an added "A" suffix (for example, 1523 and 1523A); letter suffixes are not used in any other situation. Furthermore, whenever possible space should be left in the sequence of addresses to allow additional future addresses to be assigned to the neighboring properties, and all addresses on a given street must have the same number of digits. In the case of condominium unit numbers, any unit whose main entrance is on the ground floor must be assigned a ground floor address.

Due to the staff time involved in processing an address change request, the hourly research fee will be charged, with a two-hour minimum deposit.