



## **ADDRESS ASSIGNMENT INSTRUCTIONS**

**Applicability** - An address change or assignment application is required for:

1. All newly developed buildings (except new single-family residential replacing existing single-family residential with the same address).
2. Newly created residential units in existing buildings.
3. Newly created commercial tenant spaces in existing buildings.
4. Newly installed meter pedestal or service equipment located on private property.
5. Any request to change the address of an existing residential or commercial building.
6. Any house meters that need an address.

### **Addressing Rules**

1. Address numbers shall be assigned as designated on the official City addressing map.
2. One address number shall be assigned per unit, SFD or MFD.
3. Street assignments names shall be determined based on existing neighborhood patterns and maintaining consistency in block face character, with public safety and access by emergency personnel as the overriding concern.
4. Address numbers shall be assigned in a logical sequence based on the location of entrances to facilitate emergency services and record keeping.
5. Suites or units not linearly configured shall be numbered in a 'U' pattern starting with the front space closest to the street and following the same direction of numbering progression (i.e. ascending/descending) as the street.
6. No fraction or alphabetical unit designations shall be used for commercial tenant spaces.
7. No fraction unit designations shall be used for residential units.

### **Step 1 (Apply)**

1. For entitlement projects, submit Address Assignment application to the Building Department prior to plan submittal.
2. A complete Address Change or Assignment application submittal shall include:
  - a. Address Assignment application.
  - b. Address Plan (if applicable).
  - c. Site Plan with purposed address and existing surrounding addresses.

### **Step 2 (Processing)**

Building staff processes Address Assignment application and reconciles requested address number with the official City records.

### **Step 3 (Final Determination)**

Building staff issues determination letter to applicant for new address(es) prior to the issuance of any associated building permit.



**BUILDING DEPARTMENT**  
 303 East B Street  
 Ontario, CA 91764  
 Ph (909)395-2023 [buildingcounter@ontarioca.gov](mailto:buildingcounter@ontarioca.gov)

**INFORMATION BULLETIN**  
**113**  
 Effective: 08/22/2024  
 Revised: 05/08/2024

## ADDRESS ASSIGNMENT APPLICATION

Application #:

Project Description:

Number of Proposed Buildings:

Number of Proposed Units:

Accessors Parcel Number:

Address(es) of existing building(s) on site:

Proposed Address(es):

Applicants Name:

Property Owner

Owners Agent

Address:

City:

State:

Zip:

Telephone:

Email:

Signature:

Date:

### SUBMITTAL REQUIREMENTS

Application	Address Plan	Site Plan
An application that is incomplete or inconsistent with plans is subject to not being accepted by the City.	Floor plan(s) clearly identifying location and scope of requested address(es). It is recommended to consult with staff prior to submitting application to confirm viable address(es) for property.	Site plan showing property orientation, adjacent streets, and the configuration of all existing and proposed buildings on the property.

### STAFF USE ONLY

New Address(es) Assigned:

Staff Name: