



COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING INSPECTION DIVISION
500 Castro Street • Post Office Box 7540 • Mountain View, California 94039-7540
Phone 650-903-6313 • Fax 650-962-8501 • WWW.MOUNTAINVIEW.GOV/BUILDING

ADDRESS CHANGE REQUEST
MODIFICATION TO EXISTING ADDRESS - OR - ASSIGNMENT OF NEW ADDRESS

The owner of the property requesting the address change is to complete and return this application with the other required materials listed on page two:

Print Name: _____ Company Name (If Applicable): _____
Email: _____ Phone Number: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Owner Signature: _____

The following change(s) has/have been made to the address(es) shown below:

Date of application: _____
Present address(es): _____
Address(es) deleted: _____
Address(es) added: _____
Assessor's parcel #: _____

Approved by: Shellie Woodworth, CBO

Date Approved

Table with 4 columns: Internal Use Only, New (Pending), Active, and a fourth column for contact information. Rows list various departments like AT&T, School District, U.S. Post Office, etc.

REQUEST PROCEDURE

In order to expedite your application(s) for a change in your present address or to add a new address(es) to the City's Addressing System, please adhere to the following:

1. An addition of an address to an Assessor's Parcel Number does not imply authorization of a subdivision. Subdivision requests must be submitted and approved in a separate process by Planning, Public Works and the City Attorney.
2. Complete the "**Address Change Request**" application form. It is important that you include the Assessor's Parcel Number for each lot that is affected by the address(es) change. Should you require assistance in obtaining the Assessor's Parcel Number, you can contact the Public Works Department located in City Hall, 500 Castro Street. Your application will not be processed if it is not completely filled out, including the Assessor's Parcel Number(s).
3. Enclose an addressed site plan showing the location of the building(s) for which you are requesting an address change or new address(es). This site plan can be provided from the building plans; a map on which you have clearly marked the location of the building(s); the page out of the Assessor's Parcel Book that shows the parcel on which your building(s) are located; or a drawing that clearly shows the location of the lot(s) and building(s) for which you are making address(es) change request.
4. Include a check in the amount of \$195.00 per address that you are requesting to be changed or added. This fee covers the staff time required to process your application; notification of AT&T, PG&E, U.S. Post Office, County Assessor's Office and other City departments and agencies; creation of a new permanent address file(s); and updating the City's computer addressing system. All of your application fee shall be refunded should your application be disapproved by the City.
5. All applications will be processed approximately fifteen (15) working days from the time your application(s) has been received. For status update on your received application, please contact Roberta Browne by phone at 650-903-6313 x0, or via email : roberta.browne@mountainview.gov
6. To submit the completed application(s) and the site plan(s), visit our office during regular business hours, or via mail the original signed hardcopy to:

Roberta Browne
Building Inspection Division
500 Castro Street
Mountain View, CA 94041

Should you have any questions regarding this application, please call Building Inspection Division at (650) 903-6313.