CITY OF LONG BEACH

Community Development Department
Building and Safety Bureau
411 West Ocean Boulevard, 2nd Floor, Long Beach, CA 90802
562.570.PMIT (7648)

APP-015

Address Assignment Application

Submittal Requirements:

- ☐ Completed Address Application
- ☐ One (1) reduced-size site plan showing property orientation and layout of all existing and proposed buildings/units on the property (Include house/unit numbers).
- ☐ If tenant or applicant, Property Owner signature or Letter of Authorization.

Application Request for (Please check box):	
☐	**New Address**
☐	**Change of Address**
☐	**Meter Address**
☐	**Other: _____**

Contact Information

Applicant (Primary Contact):	Property Owner (if different):
☐ Applicant has notified the Owner and/or all tenants of address request? If not, please include Owner authorization for approval.	
Address:	Address:
Phone:	Phone:
Email Address:	Email Address:

Property Data

Property Address / Location:	
Legal Description: Tract No. Lot No(s).:	Assessor Parcel Number(s):

Reason for Request

Changes

If requesting for multiple addresses, please attach additional sheets as necessary

OLD ADDRESS (Address, Zip Code)	**NEW ADDRESS** (Address, Zip Code)

I certify that I have filled out this application completely and state that the above information is correct.

Applicant's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

Approvals

Planning & Zoning (Approval Required for Addressing of Vacant Lots)	**Fire**	**Building & Safety**
☐ Approved ☐ Denied ☐ Not Applicable Reason: _____ _____	☐ Approved ☐ Denied ☐ Not Applicable Reason: _____ _____	☐ Approved ☐ Denied Reason: _____ _____
Signature: Date:	Signature: Date:	Signature: Date:

LONG BEACH MUNICIPAL CODE SECTION 18.11 – BUILDING ADDRESS AND NUMBER

18.11.010 – Installation authority
The Superintendent of Building and Safety is authorized and instructed to install a system of house numbers for buildings in the City.

18.11.020 – Baseline established
Ocean Boulevard is determined to be the baseline for building addresses and building numbers on all intersecting highways shall commence with numbers one and two at the baseline, and continue northerly and southerly, respectively, to the termini of such highways, or to the City limits, allowing as near as possible one hundred (100) numbers to each block.

18.11.030 – Meridian line established
The meridian line for building addresses shall be a line running from the Pacific Ocean along the centerline of Pine Avenue to the centerline of Country Club Drive; thence in a direct line to a point in the centerline of Long Beach Boulevard two hundred feet (200′) southerly of Forty-Eighth Street: and thence along the centerline of Long Beach Boulevard to the northerly City limits. Building numbers on all intersecting highways shall commence with the numbers one hundred (100) and one hundred one (101) at the meridian line and continue easterly and westerly, respectively, to the termini of such highway or to the City limits allowing as near as practicable one hundred (100) numbers to the block.

18.11.040 – Odd and even building numbers
Odd building numbers shall be used on the northerly and westerly sides, and even building numbers on the southerly and easterly sides of all highways. Where possible twelve and one-half feet (12 ½′) of street frontage shall be allowed for each number. Where necessary, fractional numbers may be used. Where numbers are required for rear designations, the house number in front shall be used with letter suffixes. All highways not intersecting a base or meridian line shall be numbered in accordance with the numbering of highways parallel thereto. In any special case, such as a curved street or street not parallel either to the base line or meridian, the system may be modified in such a manner as, in the opinion of the Superintendent of Building and Safety, will best fit the conditions of such special case.

18.11.050 – Notices to affix building numbers
The Superintendent of Building and Safety shall notify the owner or person in control of every building in the City not numbered in accordance with this Chapter of the number or numbers designated for the principal entrance or entrances thereto; and the owner or person in control of the building shall, within five (5) days after such notice, place, or cause to be placed, the building number or numbers so designated in arabic digits, each of which shall be not less than three inches (3") in height, upon the door header, doorjamb, porch post, front steps or other place near the designated entrance or entrances to the building in plain view from the highway in front thereof.

18.11.060 – Changing building address.
The Superintendent of Building and Safety shall have the authority to change addresses of existing buildings if:

A. The change of building address is necessary to comply with the requirements of this Chapter; or
B. If a change of building address is requested by the owner. Each change of address initiated and requested by the owner of a building shall be accompanied by a fee as set forth in the schedule of fees and charges established by City Council resolution.

18.11.070 – Variance
The Director, upon receipt of a written request for a variance from the building address and number requirements of this Chapter, may grant such variance with respect to unique projects or projects of communitywide significance and magnitude.

City of Long Beach
411 W. Ocean Blvd., 3rd Floor
Long Beach, CA 90802

Visit us at longbeach.gov/lbcd
LongBeachBuilds

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice