

**DEPARTMENT of COMMUNITY DEVELOPMENT**

1700 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3732 / WWW.CITYOFGARDENA.ORG / PHONE (310) 217-9530

Request for Change of Address & New Address

Fee: Non-residential & multi-family - \$286.00 Residential - \$240.00

Please submit the following items with the signed application: An 8.5" x 11" in. or 8.5" x 14" in. sized copy of the floor plan & site plan, including parking spaces; location of current, old, and new address of building. Please note, 1/2 addresses are not allowed for residential & commercial buildings.

Requested Address <small>(must request an address)</small>
Current Address of Property
Legal Description of Property & Assessor's Identification Number
Reason for Change
Project's Plan Check Number

Owner's Name	Owner's Address	Phone Number
Owner's Signature		Date
Fee Paid		Date

FOR OFFICE USE ONLY: Please review the request for approval and add comments or sign for approval.

PLANNING / ZONING DIVISION: COMMENTS	
APPROVED	DATE

ENGINEERING DIVISION: COMMENTS	
APPROVED	DATE