



**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**

**Instructions:**

1. Please fully complete the address application. Each address request will need its own application.
2. An 8.5" x 11" in. or 8.5" x 14" in. sized copy of the site plan, including parking space.
3. On the site plan, place the location of the current, old, and new address on the building in which they will be displayed.
4. **Please note, 1/2 addresses are not allowed for residential & commercial buildings. Unit A is only available for buildings that are located in the front of the property.**

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| Requested Address<br><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                                      |
| Email Address  |

|                      |              |
|----------------------|--------------|
| Owner's Name         |              |
| Owner's Full Address | Phone Number |
| Owner's Signature    | Date         |
| Fee Amount           | Date         |

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

|  |      |
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| <b>BUILDING AND SAFETY DIVISION:</b><br>COMMENTS |      |
| APPROVED   | DATE |