



**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 & Residential: \$509.00**

**Instructions:**

1. Please make sure to complete the address application in full. Each address request requires a separate application.
2. Provide a clear and legible site plan in full size: 8.5" x 11" or 8.5" x 14", including designated parking space.
3. The site plan shall include all structures on the property, specifically the location of the current and new addresses on the building where they will be displayed.
4. Please note, 1/2 addresses are not allowed for residential & commercial buildings. Existing parcel addresses will be maintained without change.
5. Applications are accepted in person, mail and via email at [building@cityofgardena.org](mailto:building@cityofgardena.org).

Requested Address (must request an address):
Current Address of Property:
Legal Description of Property & Assessor's Identification Number:
Reason for Change:

Owner's Name (print):	Phone No:
Owner's Full Address:	
Owner's Signature:	Date:
Fee Amount:	Email Address:

**FOR OFFICE USE ONLY:**

<b>PLANNING / ZONING DIVISION: COMMENTS</b>	
Reviewed By:	Date:
<b>BUILDING AND SAFETY DIVISION: COMMENTS</b>	
Approved By:	Date: