



# REQUEST FOR ADDRESSING B-42

Development Services

**Building Division**  
1635 Faraday Avenue  
442-339-2719  
www.carlsbadca.gov

As part of the development process, each proposed structure or condominium unit will receive an individual address. New developments with two or more structures or condominium units are required to submit a request for addressing to the building division. Building permits cannot be issued without assigned addresses. Allow two weeks for processing of new addresses. Applicant will be notified upon completion.

**The following items must be submitted to the building division:**

1. This application form;
2. Vicinity Map;
3. Copy of approved map (if applicable);
4. Copy of Tentative Assessment Parcel Number Request from County of San Diego;
5. Copy of street name approval from the Planning Division;
6. Site plan including street names, lot numbers, driveway approaches and footprint of structure(s) (full size and 11x17);
7. For multiple unit or multiple building projects, a breakdown of each unit or building, lot and use is required. Provide the information as shown on **either** Table 1 or Table 2 of this application as applicable.

PROJECT NAME	
CT/PROJECT #	# OF UNITS
APPLICANT NAME (Primary Contact)	
ADDRESS	
CITY	STATE ZIP
PHONE	FAX
EMAIL	

**TABLE 1: Multi-Unit Buildings**

<b>Tentative Assessment Parcel Number</b>	<b>Building</b>	<b>Floor</b>	<b>Unit</b>	<b>Use</b>
000-000-000-00	1	1	1	Commercial Retail
000-000-000-00	1	1	2	Residential Condo

**TABLE 2: Single Family Dwellings or Multiple Commercial/Industrial Buildings**

<b>Tentative Assessment Parcel Number</b>	<b>Lot</b>	<b>Unit</b>	<b>Use</b>
000-000-000-00	1	1	Single Family Dwelling
000-000-000-00	1	2	Second Dwelling Unit