

# TOWN OF SUNNYVALE ADDRESSING POLICY



## **Purpose:**

As a customer service initiative, the Development Services Department has created this addressing policy packet on the assignment of building/lot and suite numbers.

## **Scope & Process:**

The issuance of addresses includes building and suite numbers as these specifically locate a building in a complex or a suite in a multi-tenant building. It is important that building and suite numbers be assigned in a consistent manner to assist with emergency response time and facilitate daily services such as the United States Postal Service (USPS).

Building numbers and suite numbers are assigned through the use of a copy of the building site plan and floor plan that is to be provided by the customer with the submittal of a completed Request for Address form. Site plans must show the location of all existing and proposed structures with dimensions, rights-of-ways and access points. Floor plans must show the location of all suites and common areas for each floor with dimensions, as applicable. Existing and proposed building numbers and suite numbers are to be identified on the site plan and floor plan.

Only one address will be assigned per lot of a large facility, compound, or institution with multiple buildings. Multiple buildings that share the same address, to include portable buildings, will be identified numerically in a clockwise or counter-clockwise sequence beginning with the number "1." Alphanumeric building numbers are not permitted. Accessory structures and dwelling units (granny flats) on single-family residential lots will be assigned the primary structure's address.

## **Examples of building numbering:**

Building	BLDG #
Carport	C-#
Canopy	BLDG #
Garage	G-# (i.e. 1 – 6 garage structures at an apartment complex)
Parking Garage	BLDG #
Fuel Canopy	BLDG #
Pavilion	BLDG #
Portable	BLDG # (for schools, number sequence will be 101, 201, 301, etc.)
Bleachers	BCHR #
Trash Compactor	(TRASH COMPACTOR)

Duplexes are the only approved instance where the next sequential even or odd street number may be used, provided the two (2) spaces are no more than twenty-

five (25) feet apart when measure door to door (i.e. 102 Elm Grove, 104 Elm Grove).

**Multi-Floor Buildings**

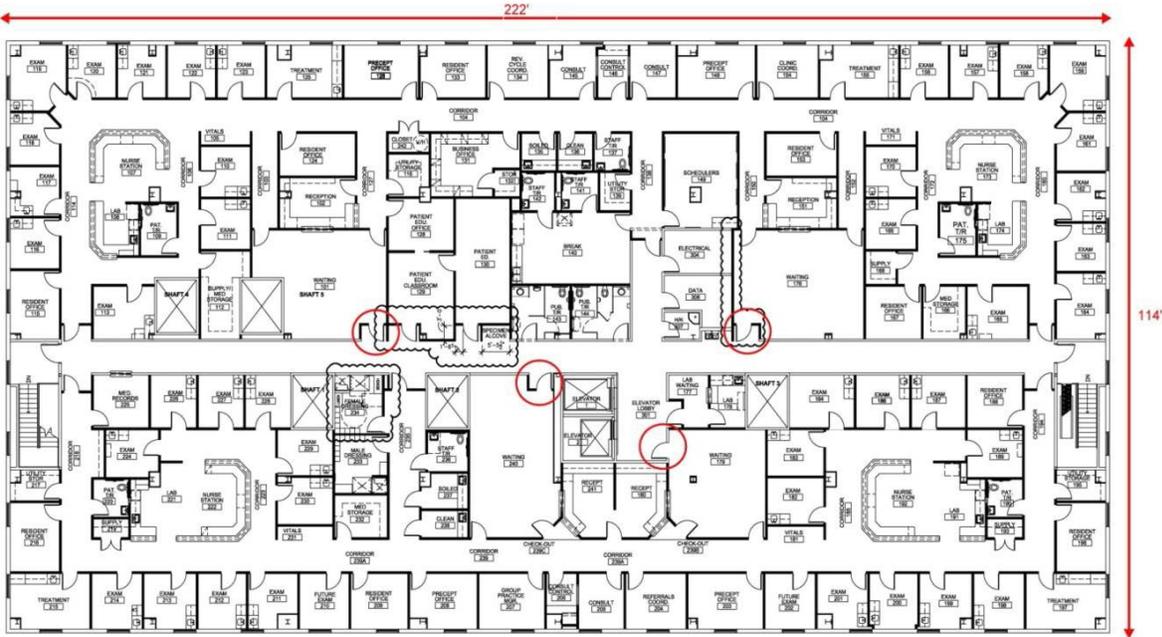
Buildings with multiple floors and/or suites, units or apartments will be assigned suite or apartment numbers as these numbers are an intricate part of an assigned address. Suite, unit and apartment numbers will be numbered sequentially according to the corresponding building, floor and “unit” numbers in a clockwise or counter-clockwise sequence. The suite numbers will increase in the direction of the addressing on that street.

A unit number will be assigned (or reserved) at every fifteen (15) to twenty (20) feet to allow for future expansion and growth, or down-size. Unit numbers are consecutive numbers on each floor and consist of two digits starting with “01” as follows:

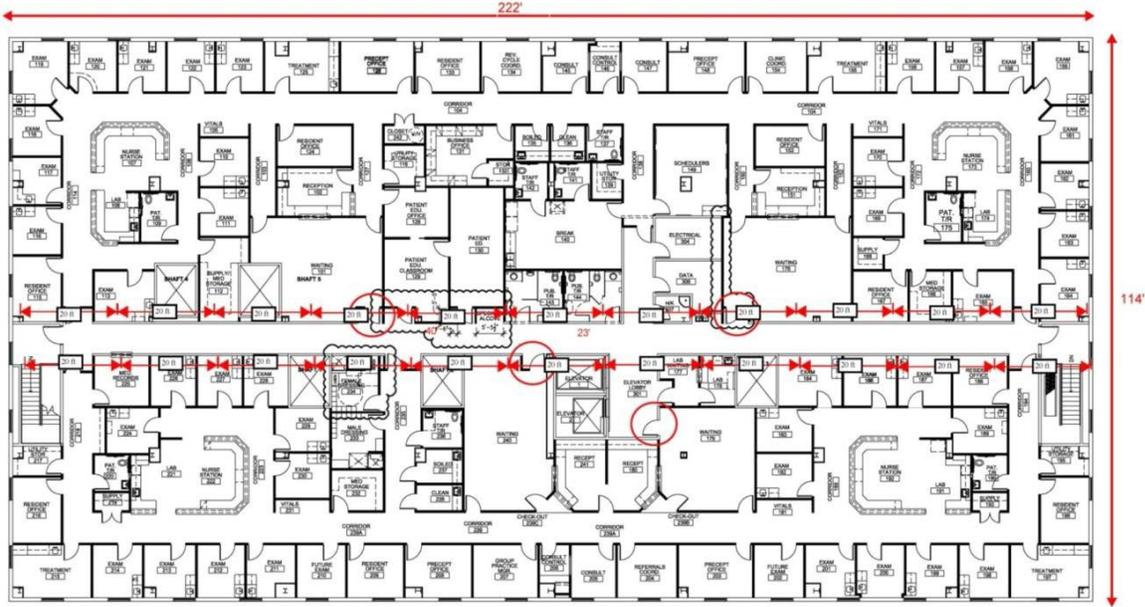
Building Number	Floor Number	“Unit” Number	Suite/Unit/Apartment No.
1	1	01	1101
1	2	01	1201
10	1	01	10101
10	2	01	10201

Below are examples of how suite numbers for a multi-tenant floor are assigned:

Step 1: Submit floor plan of the entire floor that includes linear measurements and main entrances.



Step 2: Suite numbers will be assigned by the staff at every 20' throughout the entire floor.



Step 3: Suite numbers will be inserted in a clockwise or counter clockwise order throughout the floor area. Assigned (not reserved) suite numbers will be determined depending on where the main entrance to the suite falls within the suite number grid.



## Single Story Buildings:

The floor number is to be omitted on single story buildings. The building number is to be omitted on single buildings under a single address. Alphanumeric suite numbers are not permitted. The assigned suite number will depend on the location of the tenant's finish-out door.

For example, the Floor Plan (Figure 5) is of a one-story building that has a frontage of one hundred eighty-three (183) feet. Currently, the property owner is dividing the building (finish-out) into five (5) spaces that will each be leased to five (5) prospective tenants. To reserve for future growth or the potential of additional tenants, a suite number will be assigned at approximately every eighteen (18) feet, unless otherwise specifically requested, which will allow growth for five (5) additional tenants. The corresponding suite number for each suite will be determined by the location of the suite's (tenant) main door entrance.

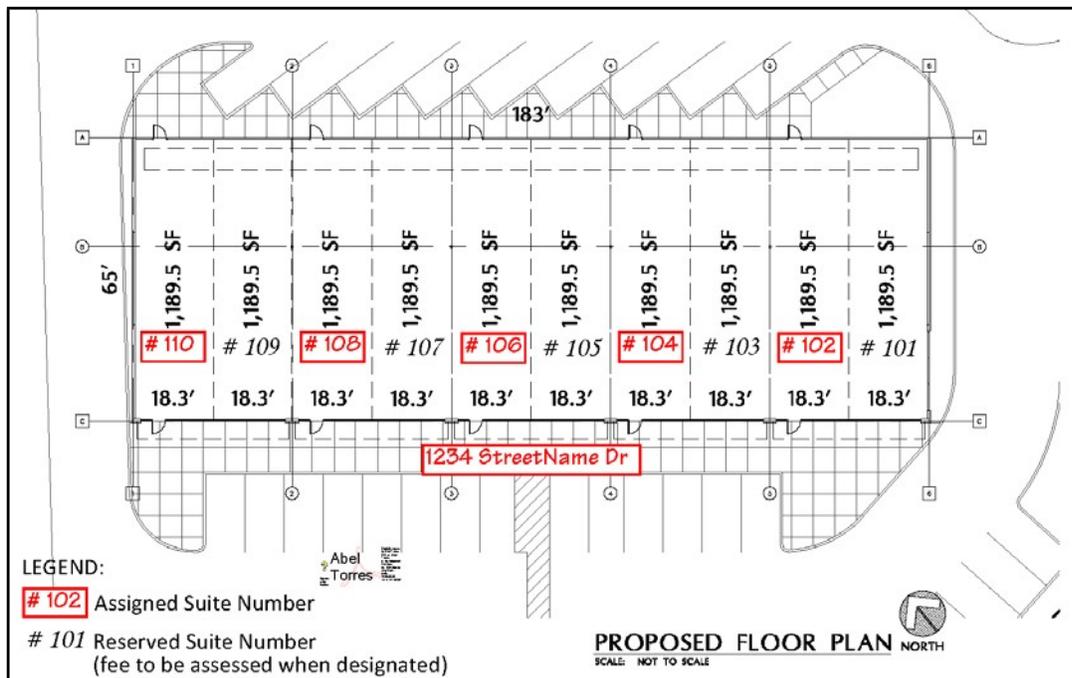


Figure 5: Sample Floor Plan with assigned suite numbers

Please know that the Town standards take into consideration long-term expansions or reductions for a project site; consequently, minimizing the need to change more than one suite number simultaneously. However, if a customer requests an alternative suite number assignment that differs from the Town standards staff will consider the request. The applicant will be required to acknowledge through an affidavit that any future changes to the suites or building layout may lead to unnecessary suite number changes. The only requirement is that the suite numbers will need to be in sequential order.

## **Official Requests:**

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Please see the required information below.

1. A complete package needs to be submitted that includes:
  - a. A completed Address Request form
  - b. PDF of Site plan to include all existing and proposed structures: a site plan/diagram of your property, including all road names in the area and addresses of adjacent properties. Please include driveway and access from the street. If addressing multi-family units or commercial tenant space, please provide a diagram of the buildings and units.
  - c. PDF of building floor plan
    - i. A digital copy of the site and floor plans (in PDF format) that include:
      1. Identifying scope/description of work
      2. Any existing suite numbers
      3. Any proposed suite numbers

**When complete, your new address/addresses will be returned to you with a copy of the Address Request Form. It may take up to 10 business days to complete an address request. Time may be extended for projects awaiting Town Council or staff approval. The project must be approved prior to finalizing an address request.** For additional information, please contact the Development Services Department at (972) 203-4188 or [permittech@townofsunnyvale.org](mailto:permittech@townofsunnyvale.org)