



CITY OF SOUTH PASADENA

Public Works Department

1414 Mission Street - South Pasadena - Ca. 91030 - (626) 403-7240
Email: publicworkspermits@southpasadenaca.gov

HOUSE NUMBER CHANGE (CHANGE OF ADDRESS)

APPLICATION

Application Fee: \$529.00 / bldg.

Permit Number: _____

(ref no. 57.06, acct no. 101-5220-001)

Property Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Tele: _____ Fax: _____

Owner's Signature: _____ Date: _____

Existing Address: _____

Proposed Address: _____

Los Angeles County Assessors Parcel Number: _____ - _____ - _____

Building Description: _____

NOTE: Changes to existing address require a valid reason (ADU, new development etc).
Changes due to dislike or superstitions are not valid reasons.

Notification By Owner Required

It is the responsibility of the Property Owner to contact all agencies, utility companies, U.S. Postal Service and Los Angeles County Assessor of the address change once approved by the City. The City shall issue a signed approval of the address change in letter form to be used by the owner as verification of the approval.

The Applicant Agrees To The Following Conditions When This Permit Is Issued:

1. The property owner must discontinue using the previous property address and remove numbers from building and or curb face if existing.
2. The owner shall renumber the building in a clear and legible manner visible from the roadway. All building numbers to be a minimum of 4-in. in height.
3. Owners may have the address painted on the curb face per City specifications, the City is not responsible to paint or repaint the address numbers on the curb face.

**** For Office Use Only ****

Approved or Denied (circle one) By: _____ Date: _____

Police Dept. Fire Dept. Planning/Bldg. Dept. Water/Finance Dept.

Comments: _____

