



CITY OF PALM DESERT  
Building & Safety  
Department

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No.  
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73510 Fred Waring Drive  
Palm Desert, CA 92260  
Phone: (760) 776-6420  
Fax: (760) 776-6392  
[www.cityofpalmdesert.org](http://www.cityofpalmdesert.org)

## Address Change for Existing Structures and/or Units

An existing site address that causes confusion or hinders the efficient operation of the post office for delivery service, fire response agency, emergency medical service, law enforcement agencies, or other emergency agencies serving the City of Palm Desert can be considered for a change. This includes but is not limited to address numbers or ranges that are out of sequence.

### PROCEDURE:

1. A request for an existing site address change must be requested in writing on the attached Site Address Change form and submit to:

Director of Building and Safety  
Building and Safety Department  
73510 Fred Waring Drive  
Palm Desert, CA 92260

2. Once the written request is received, the Building and Safety Department designated staff person will research the Department's address books to verify what numbers are available to create a new address number using the City's odd/even numbering system.
3. Once the Director of Building and Safety reviews and grants approval, a site address notification letter will be sent to the following agencies and affected property owner(s):

Coachella Valley Water District  
Desert Sands Unified School District  
Southern California Gas  
Southern California Edison  
Postmaster  
Property Owners / Job File  
Registrar of Voters  
Riverside County Recorder  
Riverside County Fire Department  
Riverside County Sheriff's Department  
Time Warner Cable  
Verizon Network Services

4. The City of Palm Desert Building and Safety Department will change their records accordingly.