



CITY OF PALM DESERT
Building & Safety
Department

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Revised
9-20-12

73510 Fred Waring Drive
Palm Desert, CA 92260
Phone: (760) 776-6420
Fax: (760) 776-6392
www.cityofpalmdesert.org

Site Addressing Submittal Requirements

PURPOSE: These requirements were established in order to provide property owners, the general public and the City with a convenient, accurate and systematic means of:

1. Identifying and locating property.
2. Assist in the proper delivery of mail, packages, utilities and other services.
3. Provide means for expedient emergency response by medical, law enforcement, rescue, and any other emergency services.

The City of Palm Desert Building and Safety Department is responsible for creating and assigning addresses for all new addressable structures or units.

New Addressable Structures or Units

Addressable Structures or Units are generally, the habitable or occupied structure(s) on a lot, parcel or tract, but may also include other structures as determined necessary by the Building and Safety Department staff.

Site Address is the property identification comprised of an address number, a directional, a street name, a street suffix, and a unit number if applicable. The site address will include the name of the public or private access street with which the driveway intersects. If the structure is located on a corner lot with two (2) driveways, and has access from two different streets the address will be based on the main entrance.

PROCEDURE:

1. The owner or their representative will submit a tentative tract map, along with proposed street names to the Planning Department for approval. The Planning Department will forward the street name request to the Fire Marshal for approval. Any street over a 90° turn cannot have the same name.

2. Once the street names have been approved by the Planning Department and Fire Marshal, the owner or their representative will submit the tentative tract map with approved street names, along with the attached Addressing Request Form (Attachment A), to the Building and Safety Department prior to plan review.
3. The tract will be assigned new addresses by the designated Building and Safety Department staff within **five working days** of receipt of the approved tract map.
4. If there is one parcel with more than one building, an address will be assigned to each building. If there are suites/units in each building, they will be assigned suite/unit numbers consisting of three digits.
5. Numeric addresses are determined using the address grid with streets running west to east using 72300 to 78500 (north side of the street being even numbers and south side of street using odd numbers), and streets running north to south using 32000 to 51600 (west side of street using odd numbers and east side of street using even numbers).
6. The owner or their representative will be notified by phone once the addressing is completed so that plans may be submitted for plan review. A copy of the tract map will be returned to the owner/representative with assigned addresses.
7. Special addressing requests must be made in writing by the property owner to the Director of Building and Safety for review and determination.
8. After the tract map has been recorded, the Public Works Department will submit a copy to the Building and Safety Department for final review of site addresses and street names to assure that the Land Parcel / Management records are accurate and complete.

CITY OF PALM DESERT
BUILDING AND SAFETY DEPARTMENT
SITE ADDRESSING REQUEST FORM

Please complete this Site Addressing Request Form with a copy of the tentative or recorded tract map showing Planning Department and Fire Department approvals for street names.

Assessor Parcel Number: _____

Tract Number: _____

Lot Number(s): _____

Current Owner Name: _____

Owner Address: _____

City/State/Zip: _____

Phone No.: __ (____) _____

Contact Person Name: _____

Contact Person Phone No.: (____) _____

Date Submitted: _____

Please Return Form To: Building and Safety Department
Building and Safety Technician
(760) 776-6420