



CITY OF PALM DESERT

Building & Safety Department

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GUIDELINES FOR NEW ADDRESSES AND CHANGE TO EXISTING ADDRESSES

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

How to Request New Addresses:

PROCEDURE:

1. The owner or their representative will submit a tentative tract map laying out the proposed street names to the Planning Department for approval of street names. The Planning Department will then forward the street name requests to the Fire Marshal for approval. Any street over a 90° turn cannot have the same name.

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 to the Building and Safety Department *prior to plan review*.

2. The tract will be assigned new addresses by the designated Building and Safety Department staff.
3. 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 numerical digits.
4. The owner or their representative will be notified once the addressing is completed so that plans may be submitted for plan review. An official address letter will be given to the owner/representative with assigned addresses.

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 consisting of two (2) driveways, and has access from two different streets the address will be based on the main entrance.

Building and Safety Department Addressing Policy Guidelines:

A. Numbering Plan:

The Coachella Valley is sectioned off into one (1) square mile areas, as established by the County of Riverside. Numeric addresses are determined using the address grid and should be assigned in numeric sequence as follows:

- West to East streets use 72300 to 78500 address numbers, with **even numbers** fronting on the north side of the street, and **odd numbers** fronting on the south side of the street.
- North to South streets use 32000 to 51600 address numbers, with **even numbers** fronting on the east side of the street, and **odd numbers** fronting on the west side of the street.

- Any street over a 45° turn will be considered a new street and will be addressed accordingly.
- When two or more buildings, addressed off of the same street, are located one building behind the other, addresses will be kept in sequence within each building and the building closest to the street should have the lower address number.

B. Assigning Addresses:

Addresses shall be provided as outlined below.

- **Detached Single Family Residential** shall be assigned one address based on the driveway access. Only one address will be assigned to corner lots based on the orientation of driveway access.
- **Duplexes, Tri-Plexes, and Four-Plexes** shall be assigned one address per building with a sub numbering of #1 and #2, etc.
- **Apartments, Condominiums, and Townhouses** shall be assigned one address per building with sub-numbering in sequential order within the building. The sub-numbering shall begin with 100 for first floor units, 200 for second floor units and 300 for third floor units, etc.
- **Commercial Office, Professional, and Industrial Buildings (Multi-Tenant Buildings)** shall be assigned one address per building with sub numbering in sequential order within the building. The sub numbering shall begin with 100 for first floor units, 200 for second floor units and 300 for third floor units, etc.
- **Fractional numbers** (i.e. 73510 ½ Example Street) will be used in common areas for traffic signals, street light pedestals, irrigation pedestals, utility meters, cell towers, accessory structures and similar structures.

C. Premises Identification Palm Desert Ordinance No. 1351:

Address numerals shall comply with Palm Desert Ordinance No. 1351. You may request a copy of the Ordinance at the Building and Safety Department.

HOW TO CHANGE AN EXISTING ADDRESS:

1. Change of Existing Addresses:

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. Requests for changes in existing addressing must be requested in writing by the property owner.

- A request for an existing site address change must be requested in writing and submitted to the Building and Safety Department.
- Once the written request is received, the Building and Safety Department designated staff person will research the Department's address books to verify if the concern is probable to change the address. The staff member will determine what numbers are available to create a new address using the City's odd/even numbering system.
- Once the Building and Safety Department 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
 Postmaster
 Property Owners / Job File
 Registrar of Voters
 Riverside County Recorder / Assessor

Riverside County Fire Department
 Riverside County Sheriff's Department
 Southern California Gas
 Southern California Edison
 Spectrum
 Frontier