



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

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
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
Time Warner Cable
Verizon Network Services

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