

Issuance of Property Address - Standard Operating Procedure

1. The City's Building Division receives a written request for an address from the property owner or legal designee.
2. City staff identifies the following items:
 - a. Verify that the request for address issuance is from the property owner or legal designee. This may be done through research of property records and/or submittal of other official documents.
 - i. Request must be from property owner or legal designee to proceed.
 - ii. *(If true, proceed to 2b. If false, issue rejection letter).*
 - b. Verify whether or not City building permits have been issued for a habitable structure for the aforementioned property. Staff shall conduct a site visit verifying existing conditions.
 - ~~i. City building permits must be issued for a habitable structure on the property in question to proceed.~~
 - ~~ii. *(If true, proceed to 2c. If false, issue rejection letter).*~~
 - c. Verify if there are active enforcement actions associated with the property, which may include, but are not limited to, property lien, unpaid water bill, notice of violation, and/or unresolved stop work order.
 - i. The property must be free and clear of any active enforcement actions or liens associated with the property in question.
 - ii. *(If true, proceed to 2d. If false, issue rejection letter).*
 - d. Verify current and intended use of the property (for staff records).
3. Once the aforementioned items are satisfied, an address may be issued to a property upon final review and approval by the City's Building Official and the Director of Community Development.
4. All new addresses shall be assigned to properties in a logical and orderly numerical sequence as determined by the City's Building Official.
5. Upon issuance of a new address, the City shall notify the property owner or legal designee as well as appropriate agencies.