Address Validation Requirements

Issued by: *Eric M Mays, P.E.*
　　　　　　Building Official
Effective: February 4, 2013
Revised: April 26, 2021

The correct addressing of buildings and tenant spaces is critical to public safety and is important to tracking historical information related to the occupancy of buildings. This policy provides the address validation/assignment requirements for commercial projects, including new structures and existing buildings (i.e., tenant layout and alteration/repair plans).

New Structures

The Address Validation/Assignment Plan Submittal for new structures shall include the following within the plan set:

- Architectural Site Plan showing the site location, building entrances and sprinkler control room exterior doors.
- Architectural Floor Plans showing the building entrances and suite entrances

The Building Development Division will route the Address Validation/Assignment Plan Submittal to the Geospatial Technology Services Division (GTS) for review and/or assignment and approval. The GTS Address Validation/Assignment Plan Review comments will be incorporated into the plan review comment letter issued by the Building Development Division at the conclusion of each plan review cycle.

Once the Address Validation/Assignment Plan Review has been approved, the approved addresses must be incorporated into the Building Code Plan Review Submission prior to being approved by the Building Development Division. Additionally, if a revision to the building design affects the previously approved addresses, a new Address Validation/Assignment Plan Submittal will be required.

Existing Buildings (Tenant Layout and Alteration/Repair Plans)

All Building Permit Applications and building plans submitted for existing commercial buildings shall have an Address Validation/Assignment Approval issued by GTS prior to acceptance by the Building Development Division.

Attachment/Hyperlinks

- New Structure and Additions Commercial Plans Checklist
- Footing and Foundation Checklist
- Tenant Layout, Alteration & Repair Commercial Plan Checklist