



City of Anaheim

Addressing Information

Explanation of Addressing Process

The City of Anaheim's Planning Department is responsible for issuing all addresses within the City limits. All addresses are assigned by and entered into the Geographic Information System (GIS) by the PlanningGIS Address Coordinator. Once assigned, new address notifications are distributed to internal City departments, county agencies, outside utilities, school districts and the U.S.P.S. (post office). The U.S.P.S. will not deliver mail to an address until the City has notified them that it is a valid address.

When do I need to submit the address request for my project?

Just prior to the tentative tract map being approved by the Planning Commission, the applicant must initiate the address request with their assigned case Planner.

All addresses must be approved by PlanningGIS prior to the submittal of plans to Building Plan Check.

Please allow up to 10 business days to process this type of address request. If the site plan changes AFTER addresses have been issued, it is the applicant's responsibility to notify the City of these changes in order to ensure timely mail delivery.

Addressing Guidelines

Submittal Requirements

The customer needs to provide a digital site plan showing location of buildings and meters, preferably in either .DWG or .DXF format (.PDF or .JPG is also accepted). This can be sent to the Planner assigned to the case or directly to Planning GIS at planninggis@anaheim.net.

The customer will need to submit a request for all addresses needed including those for units/suites, utility (power) meters, gas meters.

For Mixed-Use Buildings, Apartments, Condos, and Office or Industrial buildings the Customer will need to submit an addressing scheme for approval by PlanningGIS.

General Guidelines

Mixed Use Residential/Retail Buildings - Retail that is included within the shell of the building will receive suite/unit numbers; otherwise, all retail will be issued individual addresses. Residential units will be issued suite/unit numbers.

Townhomes – Each unit will be assigned individual street addresses, if available.

Condominiums – The building will be assigned one address and each unit a suite address. If the condos are set up as townhomes, they would be assigned individual street addresses, if available.



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Live/Work Units – One individual address will be assigned per unit.

Standards

- Alpha-numeric addresses should not be used (ex. "5A", "B210").
- Fraction addresses will not be allowed (ex. "1/2", "3/4").
- For Unit/Suites – the addressing scheme must be designed to recognize the floor location in the first digits, i.e. 4th floor address might be 4001.
- Addresses will be issued off of arterial or collector streets only.