



City of Visalia Addressing Policy

1. Purpose

The purpose of the addressing policy is to ensure the ability of emergency personnel to quickly identify calls for service locations by outlining the responsibilities and duties of the City of Visalia with regards to the assignment of standardized addresses within the City's jurisdiction.

2. Policy

- a. The City of Visalia's Building Department shall assign all addresses for newly constructed buildings, remodeled buildings, when existing properties are subdivided (following the recordation of a final map), or any other situation involving an address to a portion of real property within city limits which include, but are not limited to, site addresses, utility meter addresses, building addresses and tenant/suite addresses.
- b. At no time shall the City of Visalia assign or recognize any address for an existing unpermitted structure or tenant space.
- c. For residential development:
 - i. The City of Visalia shall assign no more than one address per permitted dwelling unit, as defined by the California Building Code.
 - ii. The City of Visalia shall not release any addresses corresponding to a subdivision map prior to the recordation of the subdivision map, except as required by the Subdivision Map Act (California Government Code sections 66410-66413.5).
 - iii. At the discretion of the City of Visalia Building Official, the City may provide the developer with estimated addresses prior to map recordation.
 1. The City will not validate estimated addresses with utility companies prior to map recordation.
 2. If the City provides estimated addresses prior to map recordation, the City reserves the right to change the addresses.
 3. Final addresses will be sent to the United States Postal Service, utility companies and other interested parties at the time of Map recordation.
- d. For commercial development:
 - i. The City of Visalia shall only assign one address per permitted shell building.
 - ii. In the event a permitted shell building is divided into multiple tenant spaces using demising walls with the benefit of a permit, the City of Visalia will assign one address per tenant space.
 1. Where sufficient addressing range is available, the City of Visalia will assign a unique whole numbered address per tenant space.
 2. If sufficient addressing range does not exist, the City of Visalia will assign unit numbers under the shell's base address.
 - iii. In the event a permitted tenant space is used as executive/office suites, where completely independent businesses rent individual offices from the building

owner, the City of Visalia will assign one unit address per potential executive suite either during the initial permitting process or after the fact once applicable address change fees are paid to the city.

- iv. Should an existing building request more addresses, either through creation of more tenant spaces or an address change request to establish executive/office suites, the City of Visalia reserves the right to change existing addressing in the requested building in order to ensure logical addressing (i.e. addresses or unit numbers/letters increasing in order) and to promote efficient emergency response.
- v. At the discretion of the City of Visalia Building Official, the City may provide the developer with estimated addresses prior to building permit submittal.
 - 1. The City will not validate estimated addresses with utility companies prior to building permit issuance.
 - 2. If the City provides estimated addresses prior to building permit issuance, the City reserves the right to change the addresses.
 - 3. Final addresses will be sent to utility companies and other interested parties at the time of building permit issuance.
- e. When an address change is requested by the property owner and appropriate fees are paid to the City, the City of Visalia will review all addresses associated with the building in question.
 - i. If the change of address request will result in non-logical addressing within the building in question (i.e. unit numbers/letters out of order), the property owner shall be required to change existing addresses within the building in order to accommodate the address change request and improve public safety response.
- f. The City of Visalia shall not process any request or application for non-emergency services that it provides (i.e. Business Tax Certificates, Building Permits, Conditional Use Permits, Utility Services, etc.) without the identification of a city assigned address on the request or application, where one exists.
- g. The City of Visalia shall not confirm an address, with the United States Postal Service or any utility provider, which has not been determined as valid by the City of Visalia.
- h. Any property annexed into the City of Visalia shall have the associated addresses reviewed, prior to annexation, and the property owner may subsequently be required to change their address in order to conform to City of Visalia addressing standards.
 - i. To ensure this policy adheres to its purpose of providing the ability of emergency personnel to quickly identify calls for service locations the City cannot retain non-standard City addressing. It is strongly advised that all annexation applicants properly plan and prepare for such address conversions.
- i. The City of Visalia shall carefully consider the effects, to the occupants, of any address which does not conform to the City's addressing standard when considering changes to be made.

- i. The City shall provide a 60-day written notice on any address needing to be changed to conform to addressing standards.
- ii. Upon written request of the occupant the City shall extend the period for an address change by an additional six (6) month period in the event that a business would need to file State or Federal license applications for their business as it relates to the change of address. This period may be extended further in the sole discretion of the City upon subsequent written request by the occupant detailing the need for a further extension.
- iii. The City shall not pay for or reimburse any expenses by the property owner or any tenant as a result of any required change of address.
- iv. The City shall not change an assigned conforming address, at the request of the property owner, unless the main entrance to the property is accessed from another street and the associated Building Department fees have been paid.