



# CITY OF SAN ANTONIO

## DEPARTMENT OF DEVELOPMENT SERVICES

TO: San Antonio Development Services Department Customers

SUBJECT: **INFORMATION BULLETIN 501**  
Assignment of Suite Numbers

DATE: October 19, 2006

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As a customer service initiative, the City of San Antonio (COSA) Development Services Department (DSD) has developed guidelines to assist you with the assignment of suite numbers.

### How to Assign Suite Numbers

Multiple buildings that share the same address will be identified by the City, numerically in either a clockwise or counter clockwise sequence. Suite numbers, unit number, and apartment numbers are to be assigned by the property owner or developer and should be numbered sequentially according to building number, floor number and unit number (unit numbers are consecutive numbers on each floor and consists of two digits starting with 01 as follows:

Building number + Floor number + Unit number = Suite / Unit / Apt. #

1	1	01	1101
1	2	01	1201
10	1	01	10101
10	2	01	10201

Single story, single buildings under a single address, will have the floor number omitted (example):

1220 N Main St. is a single story building and the only building under this address, there are four spaces available in this building, the assigned suite numbers will be 101, 102, 103, and 104. The suite numbers will increase in the direction of the addressing on that street.

**Suite assignments are 3 digit numbers.** Alphabet characters such as A, B, or C are not allowed (ex: 103A). Fractional numbers are also not allowed (ex: 103 ½). Suite numbers must follow the flow of addresses on the street.

## To Expedite Acquisition of Service from CPS Energy

A legible floor or site plan with linear measurements should be provided to CPS Energy to help facilitate the acquisition of service. Existing addresses or suite numbers are to be identified on the site plan. Suite numbers should be assigned at every 20 to 25 feet in order to reserve suite numbers for new growth. Example: A building may have frontage of 100 feet, and at the moment the builder will only be finishing out the entire building for two tenants. To reserve for future growth or tenants a suite number should be assigned at every 20 feet, which will allow for the growth of three more tenants. The suite number will depend on the location of the tenant's finish-out door:

