



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 536**
Process for Address Assignment and Verification

DATE: April 19, 2011/*Revised August 1, 2014/Revised September 19, 2017*

CREATED BY: Land Development Division/Land Entitlements Section

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this bulletin to update Information Bulletin (IB) 536 on the process for address assignment and verification. DSD has prepared this IB to clarify the processes of address assignment and address verification within the City of San Antonio.

Scope:

Proper address assignment is a key element in managing address databases that are essential for 911 emergency systems, the U.S. Post Office, law enforcement agencies, firefighters, GPS systems, deliveries, utility companies, property assessors, and title companies. Additionally, in order to facilitate the development review process and building inspection services it is important that the property's accurate address be assigned and/or verified prior to application submittal.

An address identifies the physical location of a property as assigned by the local authority having jurisdiction (AHJ) and includes the number, street name, as well as any directional suffix or prefix, and street types.

The City of San Antonio Development Services Department (DSD), Land Entitlement Section, assigns all addresses, building numbers, and suite numbers within the City Limits. DSD strongly recommends that applicants consult and/or verify an address with Addressing Staff prior to any application submittals.

Please note CPS Energy is responsible for assigning addresses outside of the City limits (OCL). Further, addresses are assigned in accordance with the City of San Antonio's Code of Ordinances Chapter 29 Streets and Sidewalks- Article II Section 51 (c), which states in part that the numbering system is for all structures fronting on public streets and shall conform to the following:

- The number assigned is approximately the number of blocks the property is located from a north-south or east-west base line. These base lines intersect, roughly, at the center of the city.
- Addresses assigned must be in a sequential order with established surrounding addresses.

- When vacant land is being prepared for development, a road address is reserved at every 50 feet of road frontage to accommodate further division of the property. A site plan is required in order to assign a valid address.
- A corner lot address is determined by the structures orientation on the site in relationship to the street frontage. Corner lots require a site plan to determine proper addressing.

Two types of addresses:

- **Primary addresses** identify the physical location for a business or residence. Primary addresses are even-numbered on the east and south side of road and the last two digits start with “02”; odd numbers are on the west and north side and the last two digits start with “03”. (see **Exhibit A**) Addresses increase in multiples of 4, e.g. 102,106,110 or 1203, 1207, 1211
- **Accessory addresses** are assigned for commercial irrigation meters, traffic lights, telecommunication pedestal/tower, entry gate, signs, billboards, communication towers, etc. These addresses are even-numbered addresses on the east and south side of road and the last two digits start with “00”; odd numbers are on the west and north side and the last two digits start with “01”, which are numbers reserved for the use between the primary addresses. Addresses increase in multiples of 4, e.g. 100, 104, 108 or 1201, 1205, 1209. A site plan is required for all accessory addresses.

Addresses obtained from other agencies, and inside the City Limits of San Antonio, such as but not limited to: Bexar Appraisal District, CPS Energy, and San Antonio Water System shall be validated by the Addressing Team in the Land Entitlements Section of the Development Services Department (DSD) to ensure that addresses are consistent with established codes and policies.

Addresses will be assigned and/or verified when all applicable development applications are submitted for review in accordance with the Unified Development Code (UDC). All assigned addresses associated with an unrecorded Plat are preliminary and are subject to change. To facilitate the permit review process, DSD highly recommends that applicants consult and/or verify an address with Addressing Staff prior to any application submittals.

Verifying Addresses and Land Parcel Information:

A completed Request for Address Assignment/Verification form will be required to apply for an address and/or verification. Verification starts with a proper legal description, which can be obtained from one of the following documents: a warranty deed, tax statement, or a recorded plat.

Building/Suite and Unit Number Assignments:

In order to assign building and suite numbers an applicant must submit a [Request for Address/Verification form](#), which shall include:

- Suite numbers will be reserved at every 15 to 20 feet in order to create a reserve of suite numbers to prepare for future growth or change. A [fee](#) (per current fee schedule) for suite number assignments, per each newly assigned suite number is due at the time of completion.
- Building numbers will be assigned in a clockwise or counter clockwise direction depending on the property layout. A [fee](#) for building number assignments, per site

address is also due at the time of application submittal. Building numbers apply to apartments, condominiums, town houses, and Mobile Home Park (MHP) unit numbers.

- A legible site plan and floor plan will be required in a hard copy, pdf, or other digital format.

Additional information and Examples:

- A rural route number is not a valid address.
- Fractional addresses (101 ½ Maple Lane), alphanumeric primary address numbers (103A Center View), or hyphenated primary or secondary address numbers (2342-1 Lakeview) are prohibited.
- CPS Energy is responsible for assigning addresses outside the San Antonio City-Limits and in Bexar County.

Change of Address on a Permit:

Requests for an address change will be reviewed and assigned in accordance with the established codes. If the change of address is due to the applicant’s failure to adhere to the established codes and procedures then a [fee](#) will be charged to the applicant on a per address, building/suite number basis as applicable.

Change of Address Requests by Property Owner:

The applicant (property owner) must provide a completed application, which the City’s Addressing Team will review. The address is eligible to be changed if it meets one or more of the following requirements:

- The structure has an address that does not fit into proper numerical sequence with surrounding addresses; or
- Contains a fraction; or
- Causes confusion; or
- Is difficult to locate.

City Initiated Address Correction:

The ability to provide the best possible emergency response service is of critical importance to the City. In order to provide excellent emergency response services, the City of San Antonio reserves the right to change an existing address to ensure that first responders, firefighters, police, and emergency medical units are provided with accurate address information. The City of San Antonio will strive to correct the inconsistency in the best interest of the community’s health, safety, and welfare, in accordance with the San Antonio Code 29-51, (2). **There is no fee for this service.**

For questions regarding this IB, please contact addressing at 210-207-0121 or by email at dsd.addressing@sanantonio.gov.

Summary:

This Information Bulletin is for informational purposes only.

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Exhibit A – Addressing Table

The following is an exhibit of what types of buildings are assigned a primary address. The primary addresses are even-numbered addresses on the east and south side of road and the last two digits start with “02”; odd numbers are on the west and north side and the last two digits start with “03”.

	ADDRESS	BLDG NUMBER	SUITE NUMBER	UNIT NUMBER	LOT NUMBER
APARTMENTS	X	X			
CONDOMINIUMS	X	◆		◆	
TOWN HOUSE	X	◆		◆	
HOSPITAL	X	X			
SCHOOL/COLLEGE	X	X			
SHOPPING CENTER *	X	X	X		
MALL	X	X	X		
CAMPUS	X	X			
MANUFACTURED HOME PARK	X	◆			X
RESIDENCE **	X			X	

◆ *Building and unit numbers will be assigned if property is platted as one lot or if street names are not provided. Apartments, Condominiums, Town House and MHP unit numbers are reviewed by addressing staff.*

* *Most Anchor Stores will receive their own address and will be evaluated on a case-by-case basis.*

** *Residential addressing will correspond to Zoning as per the UDC. Accessory Dwellings or AKA Granny flats as identified in the UDC, will fall under the main structure address with no additional meters.*

A corner lot address is determined by the structures orientation on the site in relationship to the street frontage. Corner lots require a site plan to determine proper addressing.

ACCESSORY ADDRESSES

A site plan with proper markings will be required for address assignment. Any existing accessory addresses (water/electrical meters) will be reviewed for address correlation with existing addresses in the immediate area and changed if necessary.

Accessory addresses are assigned for commercial irrigation meters, traffic lights, tele-communication pedestal/tower, entry gate, signs, billboards, communication towers, etc. These addresses are even-numbered addresses on the east and south side of road and the last two digits start with “00”; odd numbers are on the west and north side and the last two digits start with “01”, which are numbers reserved for the use between the primary addresses.