



## CITY OF SAN ANTONIO DEVELOPMENT SERVICES DEPARTMENT

### ADDRESSING FREQUENTLY ASKED QUESTIONS

**Q: *Who issues “Official” addresses in the City of San Antonio limits?***

A: The City of San Antonio Development Services Department Addressing Team issues addresses within its municipal boundaries.

For more information the issuance and processing of Addressing, please contact the Addressing Team at [dsd.addressing@sanantonio.gov](mailto:dsd.addressing@sanantonio.gov) or 210-207-1111.

**Q: *Who issues addresses outside the city limits and within Bexar County?***

A: City Public Service (CPS) Energy issues all addresses within Bexar County. For further information, please contact CPS Energy at (210) 353-2222 Residential, (210) 353-3333 Commercial, or the Accounts and Addressing Department via email at [LandbaseServices@CPSEnergy.com](mailto:LandbaseServices@CPSEnergy.com).

**Q: *Why is my address important?***

A: Addresses are important because:

- When you call 911, the 911-dispatcher reports your address number to fire, law enforcement, EMS and other first responders to assist you.
- Utility service providers (gas, electric, water, phone, and cable) use your address to know where new service and outages are located, and dispatch utility crews to install and restore service as quickly as possible.
- Daily services such as the United States Postal Service (“USPS”), recycle, trash pick-up, and other delivery services use your address to deliver items/goods to your location.
- Using an address that is different than the one assigned by the City of San Antonio may cause delays in emergency services response times, mail delivery problems, and slow the development process down when applying for building permits and utility services.

**Q: *How is an address assigned?***

A: Addresses are assigned by using the City’s addressing grid and allowing a formula of one (1) address for every fifty (50) feet in increments of four (4) (i.e. 502, 506, 510, 514, etc.). After the address is calculated, adjustments may be made to ensure the new number is within the sequence of addresses assigned over a period of time.

For further information on the assignment of addresses, please refer to [IB 536](#), Process for Address Assignment and Verification.

**Q: *How are building and suite numbers assigned?***

A: Building numbers and suite numbers are assigned through the use of a digital copy (in PDF format) of the Site Plan and Floor Plan, which is to be provided by the customer with the submittal of a completed Request for Address Assignment/Verification form and applicable fees. Site plans must show the location of all existing and proposed structures, rights-of-way, and access points with dimensions. Floor plans must show the location of all suites and common areas for each floor with dimensions, as applicable. Existing and proposed building numbers and suite numbers are to be identified on the Site Plan and Floor Plan.

Multiple buildings that share the same address, to include portable buildings, will be identified numerically in a clockwise or counter-clockwise sequence beginning with the number "1." Alphanumerical building numbers are not permitted. Accessory structures and dwelling units (granny flats) on single-family residential lots will be assigned the primary structure's address.

Buildings with multiple floors and/or suites, units or apartments will be assigned suite or apartment numbers as these numbers are an intricate part of an assigned address. Suite, unit, and apartment numbers will be numbered sequentially according to the corresponding building, floor, and "unit" numbers in a clockwise or counter-clockwise sequence. The suite numbers will increase in the direction of the addressing on that street. A unit number will be assigned (or reserved) at every fifteen (15) to twenty (20) feet to allow for future expansion/growth, or down-size.

For further information, please refer to [IB 501](#), Assignment of Building and Suite Numbers.

**Q: *Are there fees associated with requesting a new address or verifying an existing address? If so, what is the cost?***

A: The issuance and change of an address may be subject to fees. Currently, the fees are as follows:

- **\$50.00** plat addressing fee to assign/issue addresses for plats with ten (10) lots or more and/or for properties that require field check.
- **\$100.00** building number assignment fee per site address.
- **\$20.00** suite/unit/apartment number assignment fee per assigned number.
- **\$50.00** per change fee to re-issue or change an address due to a change in the development or project.
- **\$50.00** fee to change the address on a permit, per address.
- **\$100.00** After Hour review fee.
- There is no fee to correct/change an existing address that is out of sequence or on the wrong side of the road. 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.
- There is no fee to verify an existing address.

For additional information regarding the Addressing Fees, the Development Services Department's Fee Schedule may be accessed online at [www.sanantonio.gov/dsd/feeschedule.asp](http://www.sanantonio.gov/dsd/feeschedule.asp).

**Q: *I am a property owner building a new home. What information do I need to request an address?***

A: Staff will require a completed "[Request for Address/Verification](#)" form and copies of the following documents:

- Copy of the deed, title, or Bexar County Appraisal District property details.
- Copy of the recorded Plat.
  - In the event that the property is not platted, a copy of the Certificate of Determination and a location map highlighting the subject property will be needed.
- A Site Plan with dimensions showing the location of all existing and proposed structures, rights-of-ways and access points.
- All plans must be submitted in digital copy (.pdf and .dwg formats).

**Q: *I am a developer constructing a new multi-family or non-residential development or subdivision. What information is needed to request an address?***

A: For **multi-family or non-residential development on a single lot or for one-lot subdivisions**, staff will require a completed "[Request for Address/Verification](#)" form and copies of the following documents:

- Copy of the deed, title, or Bexar County Appraisal District property details.
- Copy of the recorded Plat.
  - In the event that the property is not platted, a copy of the Certificate of Determination and a location map highlighting the subject property.
- A Site Plan with dimensions showing the location of all existing and proposed structures, rights-of-ways and access points.
- A Floor Plan with dimensions showing the location of all suites and common areas for each floor, as applicable.
- Existing and proposed addresses, to include suite, unit and apartment numbers are to be identified on the Site Plan and Floor Plan.
- All plans must be submitted in digital copy (.pdf and .dwg formats).
- All applicable fees. [www.sanantonio.gov/dsd/feeschedule.asp](http://www.sanantonio.gov/dsd/feeschedule.asp).

For **multiple lot subdivisions**, staff will require a completed "[Request for Address/Verification](#)" form and copies of the following documents:

- Copy of the deed, title, or Bexar County Appraisal District property details.
- Copy of the recorded Plat and Master Development Plan ("MDP") (if applicable).
- A Site Plan with dimensions showing the location of all existing and proposed structures, rights-of-ways and access points.
- All plans must be submitted in digital copy (.pdf and .dwg formats).
- All applicable fees. [www.sanantonio.gov/dsd/feeschedule.asp](http://www.sanantonio.gov/dsd/feeschedule.asp).

**Q: *I would like to request an address for my vacant property. What steps do I need to follow?***

A: Prior to requesting a new address, please verify if the property is platted as preliminary addresses may be assigned through the platting process. In the event that your property is exempt from platting, a copy of the Certificate of Determination will be required to request an address. All address requests must be completed by submitting a "[Request for Address Assignment/Verification](#)" form with all supporting documentation (as identified above) and applicable fees to the Addressing Team in the Land Entitlements Section.

For questions regarding the platting or Certificate of Determination process, please contact the Land Entitlements Section at 210-207-1111.

**Q: *I need to add an electric meter to my home or commercial property. CPS Energy told me that the new meter must have an address. What do I need in order to request an address for the meter?***

A: A new address for an additional meter may be assigned provided the proposed scope of work complies with the requirements of the City Code (i.e. a new suite in a retail shopping center, an additional dwelling unit in a multi-family zoning district). Meter addresses may be used for irrigation systems, communication towers, parking lots, etc.

To request a new address, a copy of the following information is required to be submitted with a complete "[Request of Address Assignment/Verification](#)" form:

- Copy of the deed, title, or Bexar County Appraisal District property details.
- Copy of the recorded Plat.
  - In the event that the property is not platted, a copy of the Certificate of Determination and a location map highlighting the subject property.
- A current tax bill that shows the owners name and contains a full legal description of the property.
- A Site Plan with dimensions showing the location of all existing and proposed structures, rights-of-ways and access points.
- A Floor Plan with dimensions showing the location of all suites and common areas for each floor, as applicable.
- Existing and proposed addresses, to include suite, unit and apartment numbers are to be identified on the Site Plan and Floor Plan.
- All plans must be submitted in digital copy (.pdf and .dwg formats).

**Q: *I'm in a hurry and plan review will not allow me to apply for building permits until I have a proper address. The documentation required in the application form to request an address is currently unavailable. Can the address request be processed without submitting this information?***

A: **No**, the information required on the application is critical to the addressing procedure. Once the required information is submitted, an individual address will be assigned. Please note that the City's goal is to process all requests within ten (10) working days. However, an applicant may request an After Hour Review, which will process the request within two (2)

days unless there are extenuating circumstances. Please note that After Hour Reviews will be subject to the \$100.00 After Hour Review fee.

**Q: *I am converting my single-family residence in to a multi-family residence. Can I create my own address numbers for these additional apartments, or add an alpha (i.e. "A" or "B") to the end of my current address?***

A: **No.** All addresses must be requested to the office that has jurisdiction over your area. Also, the current zoning district of the property, if applicable, must be verified prior to requesting new addresses. This assures that the proposed number of multi-family units is permitted, and in reporting that number to first responders, U.S. Postal service, utility companies, etc.

**Q: *I received my address number years ago and now the City is trying to change it. Why do I need to change my address?***

A: Your address is the primary reference for emergency responders to locate you. Addresses that are out of sequence or uniformity need to be corrected. When emergency responders and utility companies report these addresses to our office, the City will make every attempt to correct these addresses. By correcting conflicting or nonconforming addresses, the City will reduce confusion and assist in minimizing emergency response times.

**Q: *If my address or a neighbor's address is out of sequence/uniformity, how do I get it corrected?***

A: If you are aware of an address that is out of sequence or on the wrong side of the road (a uniformity problem), you can report that address to the City of San Antonio Addressing Team for correction as needed at 210-207-1111 or via email at [dsd.addressing@sanantonio.gov](mailto:dsd.addressing@sanantonio.gov)

## **ADDITIONAL INFORMATION/RESOURCES**

### **Website**

To learn more about the City's Addressing policies and procedures, please visit the Addressing Team's webpage at <http://www.sanantonio.gov/dsd/addressing.asp>.

### **Information Bulletins**

The following Addressing IBs are available online in the Development Services Department Land Entitlements' website at <http://www.sanantonio.gov/dsd/landentitlements.asp>, under the "Resources" tab.

- [IB 501 - Assignment of Suite Numbers](#)
- [IB 536 - Process for Address Assignment & Verification](#)

### **Online Mapping Application - Address Lookups**

The City of San Antonio provides an interactive website that has the ability to enter in an address and locate it on a map.

- Please note that we are aware that some addresses are not roof-top accurate. This is the result of how addresses are matched up to an exact position on the earth. We rely on a technique called “address interpolation,” which means that we take our best educated estimate within the identified grid. More specifically, we take the total number of addresses in a given block and assume an even distribution of the addresses along that block. For example, if there are ten (10) addresses for the 800-block of Main Street, we assume that the fifth address is located at the halfway point.
- As a workaround you might try entering the nearest intersection of roads and visually identify the address in question.

The Development Services Department GIS Map is available online at <https://gis.sanantonio.gov/PDS/onestop/index.html>.