



TO: Development Services Customers

SUBJECT: **Information Bulletin 501**
Assignment of Building and Suite Numbers

DATE: October 19, 2006/*Revised October 2, 2009/June 25, 2013/
February 2014/August 1, 2014*

CREATED BY: Land Development Division/Land Entitlements Section

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this **revised** bulletin to update Information Bulletin (IB) 501 on the assignment of building and suite numbers. This bulletin has been updated to incorporate the department's new format for Information Bulletins. The purpose of this IB is to assist you with the assignment of building and suite numbers.

Scope:

Chapter 29 of the City Code of Ordinances authorizes the City to issue/assign addresses to properties within its municipal boundary. The issuance of addresses includes building and suite numbers as these specifically locate a building in a complex or a suite in a multi-tenant building. It is important that building and suite numbers be assigned in a consistent uniformed patterned to reduce emergency response time and facilitate daily services such as the United States Postal Service (USPS).

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. Currently, the fees are \$100 per address for Building Number assignment (this fee is not for suite numbers), and a \$20 fee per *assigned* suite number reserved suite numbers are only assessed the fee when they are *assigned* (or used for a Certificate of Occupancy). Site plans must show the location of all existing and proposed structures with dimensions, rights-of-ways and access points. 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.

Only one address will be assigned per lot of a large facility, compound, or institution with multiple buildings. 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.” Alphanumeric 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.

Examples of building numbering:

- Building BLDG #
- Carport C-#
- Canopy BLDG #
- Garage G-# (i.e. 1 – 6 garage structures at an apartment complex)
- Parking Garage BLDG #
- Fuel Canopy BLDG #
- Pavilion BLDG #
- Portable BLDG # (for schools, number sequence will be 101, 201, 301, etc.)
- Bleachers BCHR #
- Trash Compactor (TRASH COMPACTOR)

Duplexes are the only approved instance where the next sequential even or odd street number may be used, provided the two (2) spaces are no more than twenty-five (25) feet apart when measure door to door (i.e. 102 Elm Grove, 104 Elm Grove).

Multi -Floor Buildings

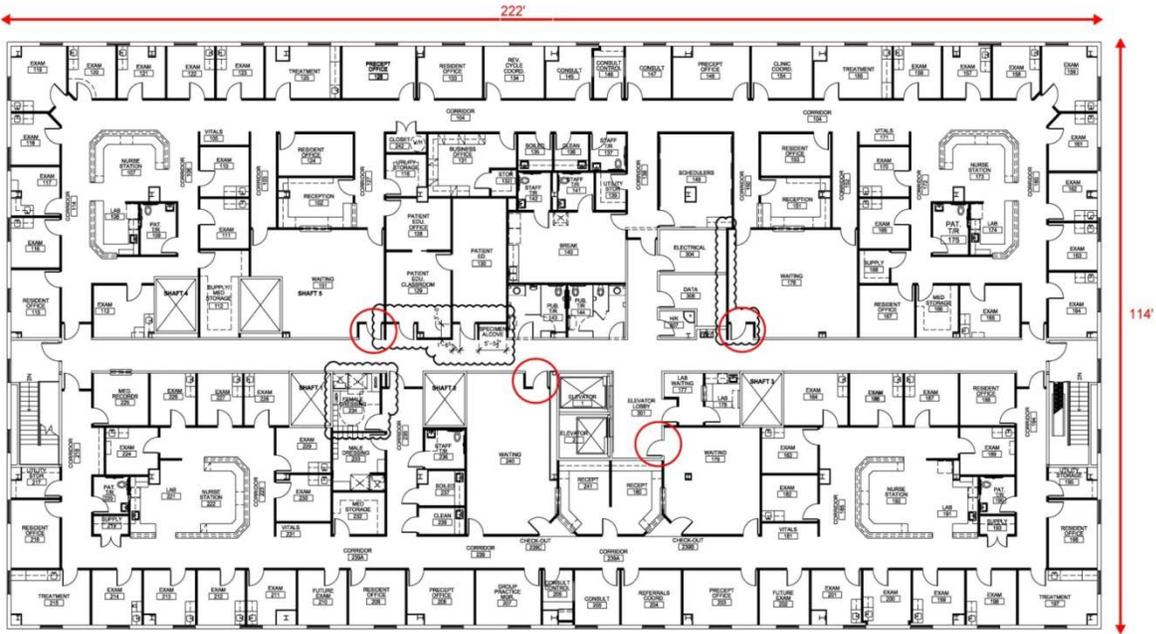
Buildings with multiple floors and/or suites, units or apartments will be assigned suite or apartment numbers as these numbers are an intricate part of an assigned address. Suite, unit and apartment numbers will be numbered sequentially according to the corresponding building, floor and “unit” numbers 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 and growth, or down-size. Unit numbers are consecutive numbers on each floor and consist of two digits starting with “01” as follows:

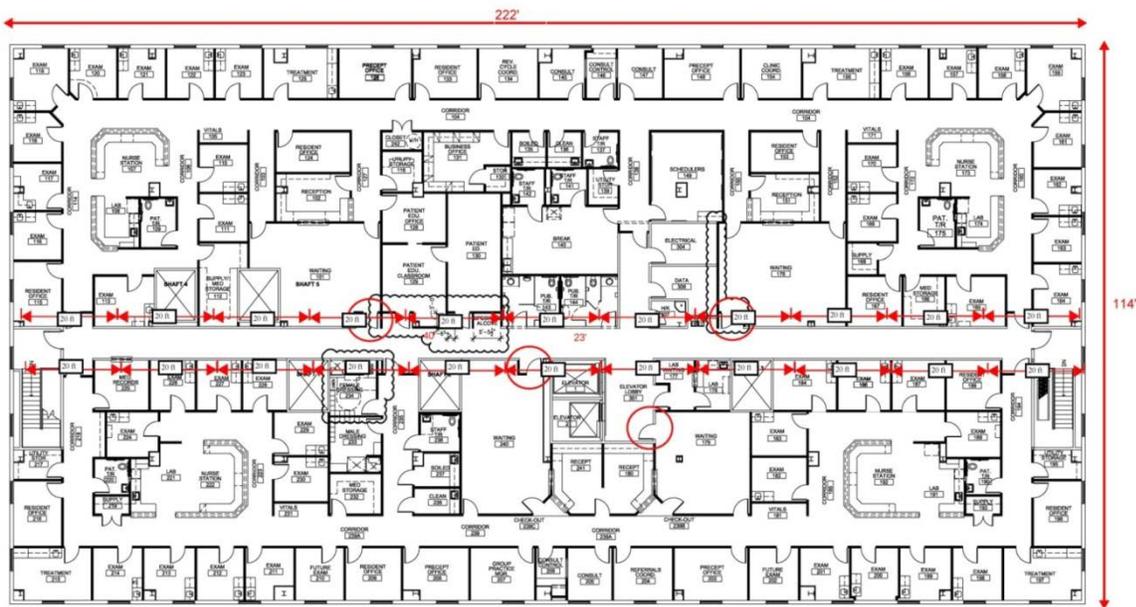
Building Number	Floor Number	“Unit” Number	Suite/Unit/Apartment No.
1	1	01	1101
1	2	01	1201
10	1	01	10101
10	2	01	10201

Below are examples of how suite numbers for a multi-tenant floor are assigned:

Step 1: Submit floor plan of the entire floor that includes linear measurements and main entrances.



Step 2: Suite numbers will be assigned by the addressing team at every 20' throughout the entire floor.



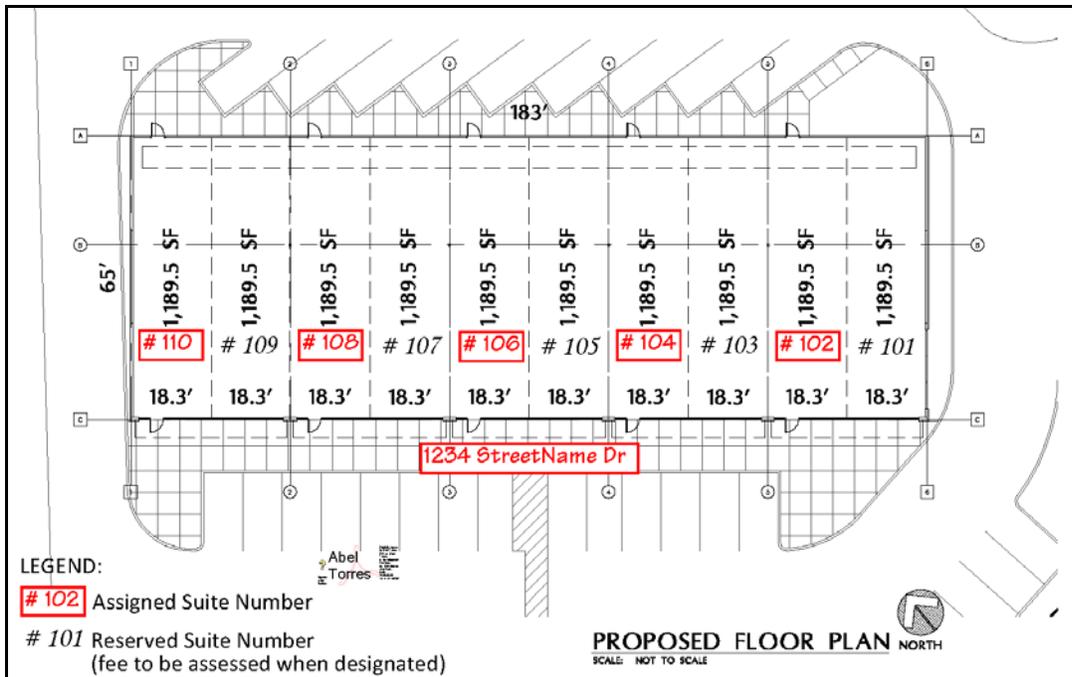
Step 3: Suite numbers will be inserted in a clockwise or counter clockwise order throughout the floor area. Assigned (not reserved) suite numbers will be determined depending on where the main entrance to the suite falls within the suite number grid.



Single Story Buildings:

The floor number is to be omitted on single story buildings. The building number is to be omitted on single buildings under a single address. Alphanumerical suite numbers are not permitted. The assigned suite number will depend on the location of the tenant’s finish-out door.

For example, the Floor Plan (Figure 2) is of a one-story building that has a frontage of one hundred eighty-three (183) feet. Currently, the property owner is dividing the building (finish-out) into five (5) spaces that will each be leased to five (5) prospective tenants. To reserve for future growth or the potential of additional tenants, a suite number will be assigned at approximately every eighteen (18) feet, unless otherwise specifically requested, which will allow growth for five (5) additional tenants. The corresponding suite number for each suite will be determined by the location of the suite’s (tenant) main door entrance.



Alternate Suite Number option:

The alternate suite number is acceptable for a single-story commercial building that does not exceed 200 linear feet of store frontage.

Please know that the City’s standards take into consideration long-term expansions or reductions for a project site; consequently, minimizing the need to change more than one suite number simultaneously. However, if a customer requests an alternative suite number assignment that differs from the City standards staff will consider the request. The applicant will be required to acknowledge through an affidavit that any future changes to the suites or building layout may lead to unnecessary suite number changes. The only requirement is that the suite numbers will need to be in sequential order.

The applicant may propose an alternate suite number layout and the alternate suite number request will require the following information to be submitted for our records:

1. A complete package needs to be submitted that includes:
 - a. A completed Request for Address Assignment/Verification form
 - b. Application fee
 - c. Signed affidavit acknowledge the alternate suite number request
 - d. PDF of Site plan to include all existing and proposed structures
 - e. PDF of floor plan as shown
 - i. A digital copy of the site and floor plans (in PDF format) that include:
 1. Identifying scope/description of work
 2. Existing suite numbers
 3. Proposed suite numbers in sequential order

For additional information regarding this IB, please contact the Addressing Team in the Land Entitlements Section at (210) 207-1111 or dsd.addressing@sanantonio.gov

Summary:

This Information Bulletin is for informational purposes only.

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