



APPLICATION FOR NEW ADDRESS

City of Concord
Permit Center
1950 Parkside Drive, MS/51
Concord, CA 94519-2578
Telephone: (925) 671-3107
Fax: (925) 680-4877

Application Date: _____

Property Owner: _____

Assessor's Parcel Number: _____

PLEASE CHECK THE BASIS FOR THE NEED OF THE NEW ADDRESS:

- An existing building with multiple tenant spaces was further subdivided to create a new space for use by a new tenant. *NOTE: Applicant must submit a floor plan of the tenant spaces within the entire building or provide a reference to the finalized building permit number that legally created the space.*
- A residential second unit associated with an existing single family home was created. *NOTE: Applicant must provide a reference to the valid finalized permit number that legally established the second unit on the property.*
- A new lot (or lots) was (were) created as part of a subdivision and addresses are needed to submit for development plans to the City. *NOTE: Applicant must provide information on the subdivision such as the number, name, and valid maps of the lots created.*
- Other: *(Note: Please describe in detail the circumstances for the need of the new address.)*

APPLICANT INFORMATION

Name: _____

Business Affiliation: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Preferred contact method (circle one or more): Phone Email US Mail

Submit completed application to: Permit Technicians
City of Concord / Building Division
1950 Parkside Drive, MS/51, Concord, CA 94519
Phone: (925) 671-3107
bldgpermits@cityofconcord.org