



## 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: \_\_\_\_\_

A SITE MAP SHOWING THE LOCATION OF THE REQUESTED ADDRESS MUST BE ATTACHED TO THIS APPLICATION

### 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.)*

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### 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](mailto:bldgpermits@cityofconcord.org)