

City of Elk Grove
Development Services • Building Safety & Inspection
8401 Laguna Palms Way • Elk Grove, California 95758
Phone (916) 478-2235 Email: Blonline@elkgrovecity.org
www.elkgrovecity.org



Addressing Application Commercial and Non-Subdivision

Contact Information: Provide name, address, phone number and email below.

Applicant Name: John Doe

Applicant Address: 1234 Laguna Palms Way
Elk Grove, CA 95758

Applicant Phone Number: (916)123-1234

Applicant Email Address: YourName@yahoo.com

Project Name (if applicable): New Apartment Building

Property APN Number: 123-1234-12340000

Type of Requested Address: New Apartment Building
(Single Family Building, 2nd Single Family Building, Utility, Commercial, etc.)

Submittal Requirements: Provide the following information in a PDF sized 11" x 17" via email regarding the property:

- ✓ Plot Plan / Site Map of the Property that Needs to be Addressed
- ✓ Vicinity Map of Property Area
- ✓ Assessor's Parcel Number (APN) for the Concerned Property
- ✓ Floor Plan for Proposed Building and for each floor for suite/unit numbering

Additional Requirements: Additional information may be required during the review process.

Processing Time: *Allow at least ten (10) business days for processing Address Application. Applicant will be contacted by correspondence and/or by phone.

Questions: If you have any questions, please contact Allan Akers at (916) 478-2235 or by email at aakers@elkgrovecity.org.

Please note this timeframe is for new single family dwellings, second dwellings, utility sites, commercial suite assignments, etc. only. If this address request is for a subdivision, parcel split, or anything that may require Council action, address assignments will be assigned after Council approval.

Please make note that suite numbers are not official until a plan review has been submitted.** Please understand that in many cases, suite numbers can be placed on buildings and assigned by property management but this does not mean they are official. **Suite numbers are only official when a building permit is pulled for a tenant improvement and the suite is assigned by the City.