



INFORMATION SHEET

NO. A-01

DATE : October 1, 2025

SUBJECT : Addressing

TITLE : **Building Addressing Lifecycle Process**

PURPOSE : To outline San Francisco's building lifecycle addressing process, including the responsibilities of each city department involved in the process and customer support resources.

REFERENCES : San Francisco Building Code, Current Edition
Subdivision Map Act

BACKGROUND :

Building addresses serve multiple purposes, including navigation, postal service, emergency response, service delivery, and construction permitting.

The Department of Building Inspection (DBI) is responsible for overseeing and administering building addressing in San Francisco, in coordination with multiple other city departments.

This information sheet details the process to establish or change a building address in the City, including what information needs to be provided to each department and resources with additional guidance around each department's procedures and requirements.

The comprehensive building addressing process described below is for the entire lifecycle of a property from vacant lot through mapping, subdivision, building construction, and eventual demolition and rebuilding. Most projects do not need to follow this entire process. Use the information below to determine what is required to obtain a new address for your project.

DISCUSSION :

San Francisco Building Addressing Process

- 1. Planning Approval:** Required when demolishing a building, constructing a new building or space, subdividing a building, or changing the use of an existing building.

Property owners seeking to construct a new building or space or change the use of an existing building are required to get planning approval from the Planning Department prior to applying for a building permit that would require a new address.

Single-family home and townhouse (1-2 unit residential buildings) and multi-unit residential (3+ units) or commercial property owners can apply for planning approval at: sfplanning.org/resource/prj-application.

2. Property, Street and Parcel Mapping: Required when altering a property line, adding new spaces, subdividing a property or creating a new parcel.

A. Property Mapping

Property owners whose projects include a property line change need to submit a tentative map of the existing and proposed conditions for approval by the City and County Surveyor in the Department of Public Works. An individual licensed to survey in California must prepare the tentative map on behalf of the property owner.

Public Works will circulate the tentative map for departmental approvals and confirm the project complies with City regulations.

More information on mapping, fees and the submission process is available at: sfpublicworks.org/citysurveyor.

B. Street Mapping

Property owners whose project includes an alteration that may modify the Public Right of Way must coordinate with the Department of Public Works to have their alteration approved and incorporated into the City's basemap, which is used to define San Francisco's streets, sidewalks, parcels and public spaces.

More information on street mapping is available at: sfpublicworks.org/services/street-dedication-and-acceptance.

C. Subdivision Mapping

Property owners creating a new parcel need to legally establish the new block/lot by receiving approval from the City and County Surveyor in the Department of Public Works. Property owners must hire a licensed surveyor (or civil engineer licensed before 1982) to prepare a tentative map showing existing and proposed conditions. This tentative map is the first step in the subdivision mapping process reviewed by the County Surveyor to modify or create property boundaries.

More information can be found here: [Subdivisions and Mapping, Office of the City and County Surveyor | Public Works](#).

When there are five or more new parcels being established, Public Works will send the new map to the Board of Supervisors and recommend approval. Once the Supervisors approve the new map, it will be returned to Public Works for the County Surveyor's final approval.

The new map is then sent to the Office of the Assessor-Recorder for filing and updating the City's tax roll. The owner of the new parcel will receive an official notice of assessed values for the new parcels in the subsequent fiscal year.

For more information, please email subdivision.mapping@sfdpw.org.

Questions about recording and assessing values to taxable parcels can be directed to: assessor.mapping@sfgov.org.

3. **Building Permit and Address Request Form:** A property owner or contractor must get a building permit to construct, alter or add to a building or structure in San Francisco. Address change requests that do not involve physical changes to a property (construction) also require a building permit and inspection.

Address changes, including new address numbers or retiring obsolete address numbers, may occur individually or as part of the building permit depending on the scope of the project.

This is the point where the new parcel number becomes associated with the new address. An active parcel Assessor's Parcel Number (APN) and building address are both required to apply for a building permit with the Department of Building Inspection to establish this association.

Property owners should use the existing address to apply for a building permit with the Department of Building Inspection. If the address change request does not include any construction, department staff will complete and submit the building permit on behalf of the property owner.

Address requests with construction

Prior to submitting a building permit application, property owners should email DBI to verify the appropriate address range for their building's location. Property owners should also provide a site plan or floor plan with their email. DBI will respond with recommended address numbers for the property owner to include on the building permit application.

Email DBI for address range verification at dbi.addressing@sfgov.org.

To construct a new building, property owners should apply for a building permit using form 1/2: sf.gov/form1-2

To add to or alter a building, add or remove tenant spaces, property owners should apply for a permit using form 3/8: sf.gov/form3-8

Property owners should also submit an addressing request form with their building permit application: sf.gov/dbi-addressingform.

Address requests without construction

Property owners requesting an address change but not doing any construction should submit an address request form without a building permit application. DBI staff will follow-up with the property owner and then fill out a Form 3/8 building permit application and submit it for them.

Submit an Address Request Form to dbi.addressing@sfgov.org.

After review and approval by the relevant city departments, the applicant will be issued a building permit with the new building address assigned to the property or an old address removed from the property. A job card will also be sent so the City can document completed inspections.

Once the construction is complete, inspected and approved, the Department of Building Inspection will record the building permit as complete and, if required, issue a Certificate of Final Completion Occupancy for the building.

For more information about building permits, please visit: sf.gov/dbi-inhouse and sf.gov/dbi-otc, or contact us at (628) 652-3200.

4. **Demolition Permit:** A property owner or contractor must get a demolition permit to raze, deconstruct, or remove an entire building or structure in San Francisco. Addresses formerly associated with the building or structure to be razed will be retired even if there is a redevelopment plan for the parcel. At such time the parcel is redeveloped, the process for addressing newly proposed buildings begins again at Step 1 outlined above.

To demolish a building or structure, apply for your permit using form 6: sf.gov/dbi-form6.

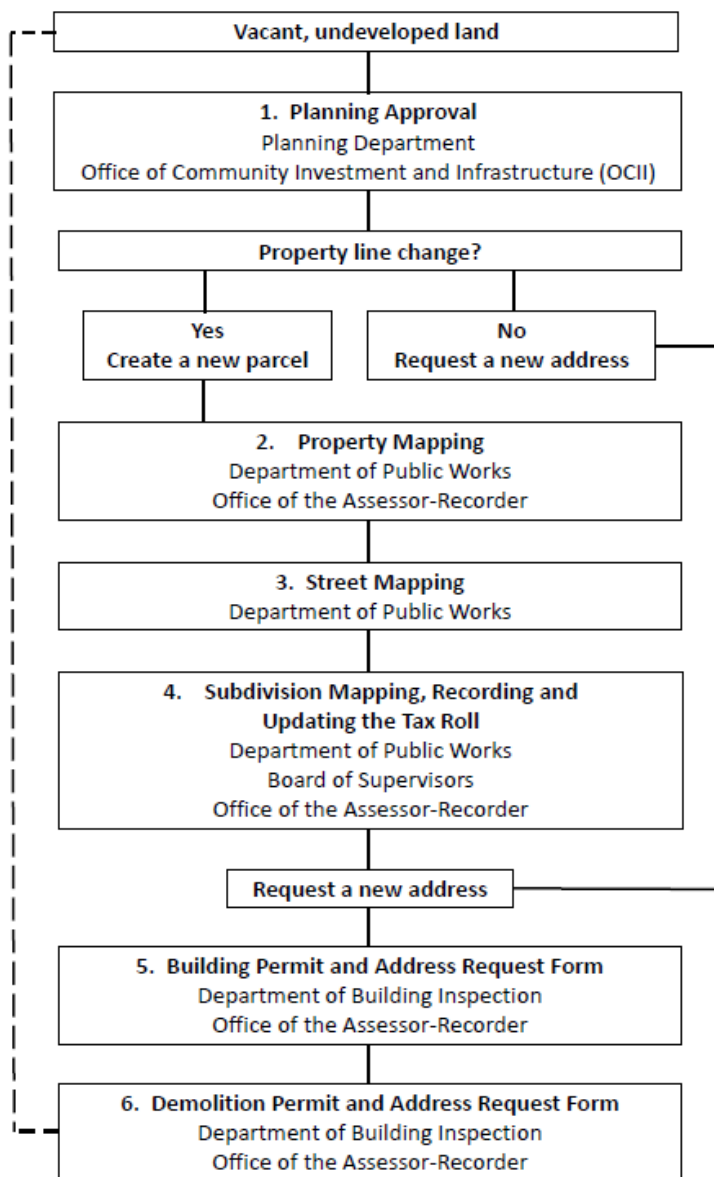
Property owners should also submit an addressing request form with their demolition permit application: sf.gov/dbi-addressingform.

After review and approval by the relevant city departments, the applicant will be issued a demolition permit and job card.

Once the construction is complete, inspected and approved, the Department of Building Inspection will record the demolition permit as complete, issue a Certificate of Final Completion Occupancy for the building, and retire the address of the former building.

For more information about demolition permits, please see Information Sheet S-04: sf.gov/dbi-IS-S-04, or contact us at (628) 652-3200.

San Francisco Addressing Lifecycle Flowchart



Patrick O'Riordan, C.B.O.
Director
Department of Building Inspection

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Date

This Information Sheet is subject to modification at any time. For the most current version, visit our website at sfdbi.org.