



Addressing Requirements

New address requests must be submitted by the property owner in writing.

Request submittals must include the following:

- Request letter which shall include:
 1. Date
 2. Addressed to the Engineering Department including address.
 3. Assessor Parcel Number (APN)
 4. Legal description of the property.
 5. Description and address of all existing building structures.
 6. Explanation for the request.
 7. Wet signature of property owner.
 8. Project number issued by the Building Department.
 9. Owner(s) telephone number, and email address if available.
- Provide a copy of the construction history report. New structures are exempt.
- Site plan in editable PDF format showing main entrance(s). Please e-mail 11x17 electronic copy to CNissley@nationalcityca.gov; JJasmund@nationalcityca.gov
- Include fee payment of \$220.00.