



ADDRESS CHANGE REQUEST

Community Development • Planning & Building

2263 Santa Clara Ave., Rm. 190

Alameda, CA 94501-4477

alamedaca.gov

510.747.6800 • F: 510.865.4053 • TDD: 510.522.7538

Hours: 7:30 a.m.–3:30 p.m., M–Th

INSTRUCTIONS FOR SUBMITTING AN ADDRESS CHANGE REQUEST

1. **Verify** that the proposed address is available and acceptable. Permit Center staff can assist you with this step.

Permit Center Hours: Monday through Thursday – 7:30 a.m.–3:30 p.m. Please note that Last Call for application submittals is 30 minutes before closing time.

2. **Submit:**

- a. A letter from the current property owner requesting a new address and stating the reason for the change. Address the letter to:

Address Change Request
City of Alameda Permit Center
2263 Santa Clara Ave., Room 190
Alameda, CA 94501

- b. A copy of the Property Deed or Close of Escrow Statement showing the current property owner.
- c. Payment of \$359.00 payable to “City of Alameda.”