

CITY OF MILPITAS

Office of Building Safety
455 E. Calaveras Blvd.
Milpitas, CA 95035
408-586-3240
www.milpitas.gov



ADDRESS REQUIREMENTS

1. **ADDRESS REQUIREMENTS:**

A. GENERAL REQUIREMENTS:

1. Every dwelling/tenant space/building/structure etc. shall be posted with an address. New and change of address' requires a permit applied for at the Permit Center. Additionally, plans for review may be required due to scope of work such as large developments, monument signage, or as requested by planning or fire departments.
2. Address identification characters shall contrast with their background (including on glass) and shall be visible from the public way fronting the structure. Address numbers shall be numerical and not written out.
3. Address numbers shall not be posted where building feature(s) or foliage will obstruct visibility. Do not locate number in recessed areas or back entry walls where they can be obstructed. Locate number on the outer most exterior appendage.
4. Address numbers shall be illuminated (external or internal) per Fire Code. For new construction power shall be provided by the building electrical system; existing construction may be either building electrical power or solar (maintained); typical battery type is not permitted.
5. Where a single or multiple structures or buildings are on a developed site, and all addresses are not visible from the public way, in addition to structure identification, a monument sign or address post (as approved) shall be provided at the vehicle entrance from the named public way. The sign shall provide the addresses or the address range (ex. 100 – 204) for the structures involved. Minimum numbering height shall be 6".
6. Address numbers and their visibility shall be maintained. The city reserves the right to request additions, size and/or location changes, and maintenance of numbers due to lack of visibility.

B. SINGLE FAMILY DWELLINGS and TOWNHOMES (detached and attached, such as townhomes):

1. Address numbers shall conform to the general guidelines 1.A.1 to 1.A.6 listed above and the California Residential Code.
2. Where the dwelling entry is not visible from the public way (street), address numbers conforming to the noted guidelines shall be posted near the entry walkway, at the side visible to the public way (street).
3. Single-family dwelling address numbers shall be minimum 4" high with 1/2" stroke.

C. MULTI-FAMILY (apartments, condominiums):

1. Address numbers shall conform to the general guidelines 1.A.1 to 1.A.6 listed above and chapters 11A or 11B (as applicable) of the California Building Code.
2. Where a townhome building includes multiple addresses, the building and the range of addresses shall be posted (ex. Building: 200 / Units: 210-280) on the building in addition to individual dwelling addresses. The address number for the multi-family building shall be minimum 10" high. The range addresses shall be a minimum of 6". Individual unit address numbers shall be minimum 4" high with 1/2" stroke.

3. The location of the master building and range signage placement shall be approved by the Fire Department.
4. Multi-Building developments where all building signage is not viewable from the public way shall provide monument or pole signage per 1.A.5.

D. COMMERCIAL/INDUSTRIAL:

1. Address numbers shall conform to the general requirements 1.A.1 to 1.A.6.
2. Each building shall be posted with the designated building address. Where a building includes multiple addresses, the building and the range of addresses shall be included (Ex. Building: 200 / Tenant spaces: 210-280) below the building address.
3. The building address shall be 12" minimum in height. The range addresses shall be 8" minimum in height.
4. Each tenant space shall be posted with the designated address or suite number.
5. Exterior tenant entrance address numbers shall be minimum 6" high. Illumination for address numbers for individual tenant spaces (suites) may be provided by exterior structure lighting.
6. Interior tenant entrance address numbers shall be minimum 4" high. Illumination for address numbers for individual tenant spaces (suites) may be provided by typical interior structure lighting.
7. All address signage shall comply with the California Building Code chapter 11B.
8. Multi-Building developments where all building signage is not viewable from the public way shall provide monument or pole signage per 1.A.5.

2. INSPECTIONS:

- ☐ Typically, one final inspection is required to verify that all addressing requirements have been met as outlined in this guideline.
- ☐ Where monument or pole signage is required, additional inspections prior to final will be required for footing, structure, and electrical as required by the approved plans.

3. QUESTIONS:

If you have any questions regarding your project and if you need a permit, please contact the Office of Building Safety at (408) 586-3240.