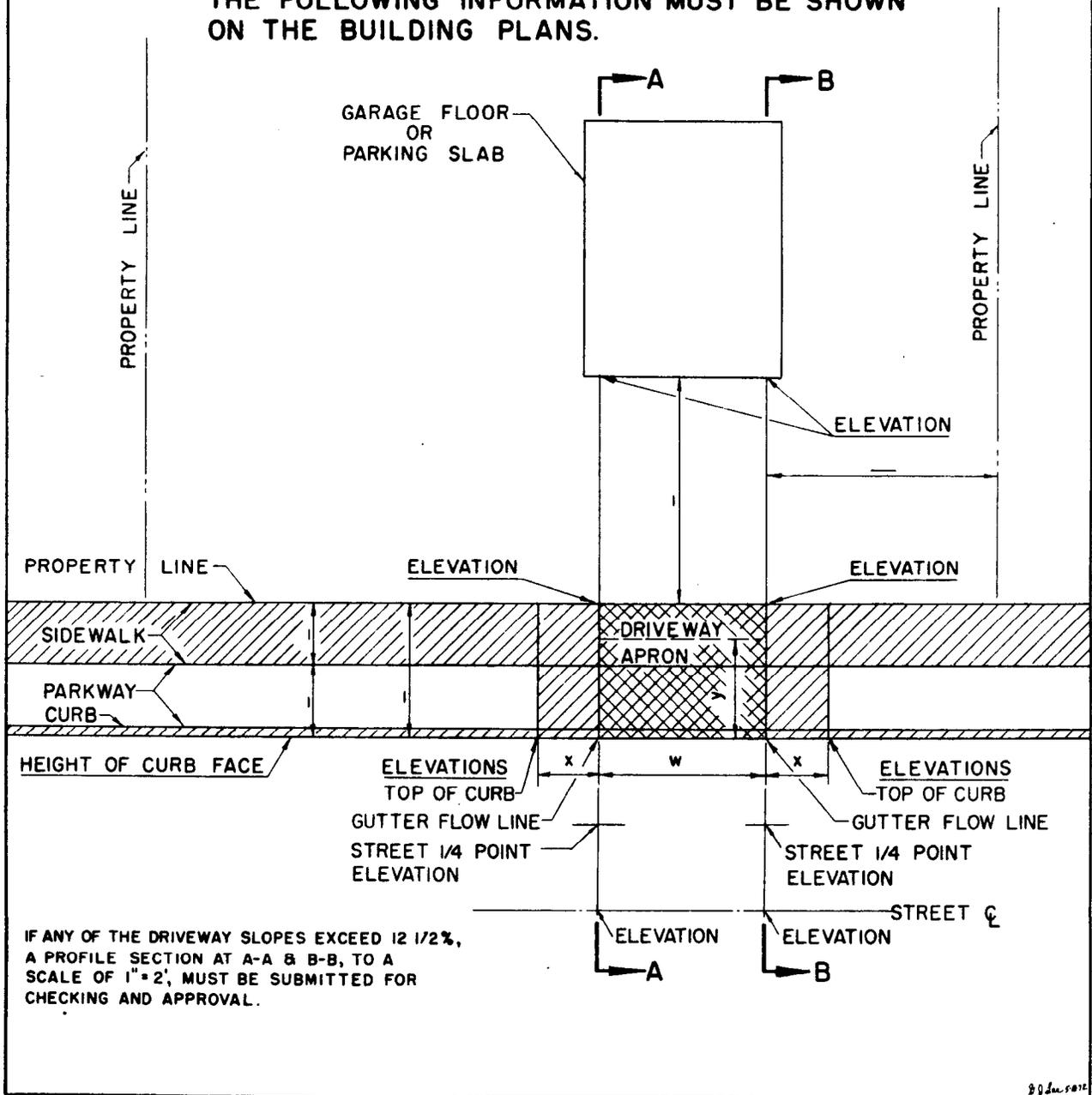


CITY OF LOS ANGELES BUREAU OF ENGINEERING

**BEFORE YOUR DRIVEWAYS CAN BE APPROVED
THE FOLLOWING INFORMATION MUST BE SHOWN
ON THE BUILDING PLANS.**



RESIDENTIAL SUBDIVISIONS

When issuing numbers on a new tract, a map showing plot plans of each lot in the tract is required. This is used to establish the legal access for the corner lots. The numbers of the houses on corners are to be issued to the street from which the pedestrian access is gained. The fact that there is frontage on a street does not necessarily entitle the property to a number from that street. The number must be issued in relation to pedestrian access to enable emergency services to locate the property without the loss of time. Also, the Post Office will not require a mail carrier to make delivery over unimproved ground. This is another reason for numbering corner lots in this manner. When these numbers are issued, instruct the builder to display the street address number in a manner to make them visible from the street from which they are numbered.

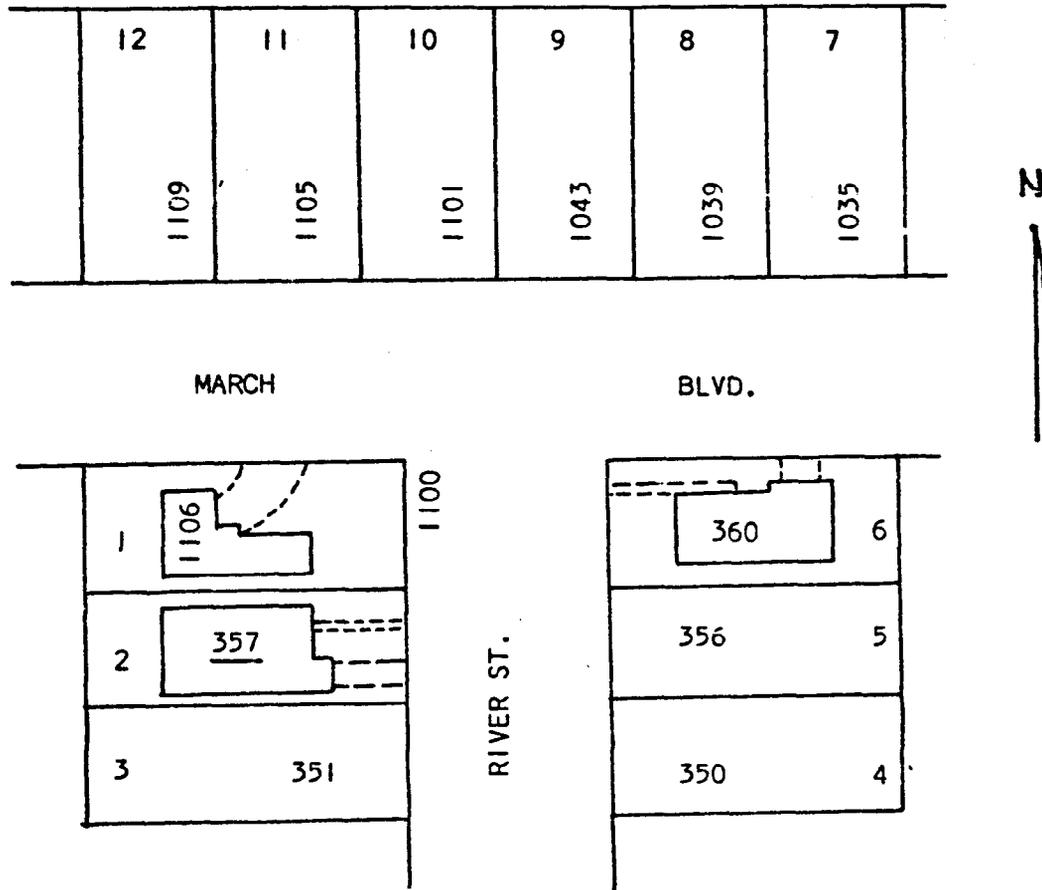


FIGURE C393.44
CASE 1

LARGE FRONTAGE LOTS WITH SINGLE OR MULTIPLE UNITS

Lot No. 5 shows method of numbering a lot with several types of units. The multiple units in this case have individual outside entrances with separate mail delivery for each. All units must be accessible by sidewalks from the dedicated street.

Lot No. 6 shows a single residence numbered from River Street. Access into the building is from center of the lot, thus making the address 335. If this entrance had been in a different location than shown, the number would be assigned accordingly.

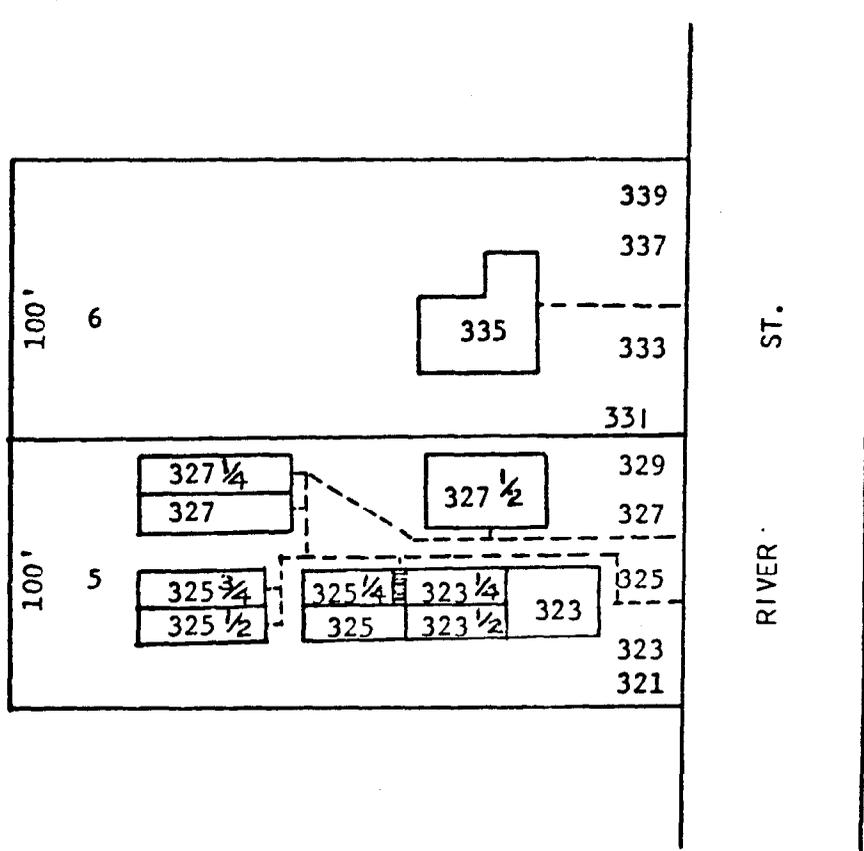


FIGURE C 393.44
CASE 2

COMBINED SINGLE AND MULTIPLE UNITS

Lot No. 3 shows the method of numbering a lot with a single unit front and 3 unit court in rear of lot. Notice the method of numbering the 3 units in the rear. The smaller number is on the rear unit and they get progressively larger on the two units toward the street. This method of numbering is used to keep the numbers in sequence. If the entrances were on the other side of the three units they would be progressively larger from front to rear. This is for individual mail drops also.

Lot No. 4 shows the method of numbering a lot with a single unit on the front and double on the back. This is also numbered for individual mail delivery. The access being on the side toward the lower numbers makes it necessary for the numbers on the rear house to precede the number on the front unit.

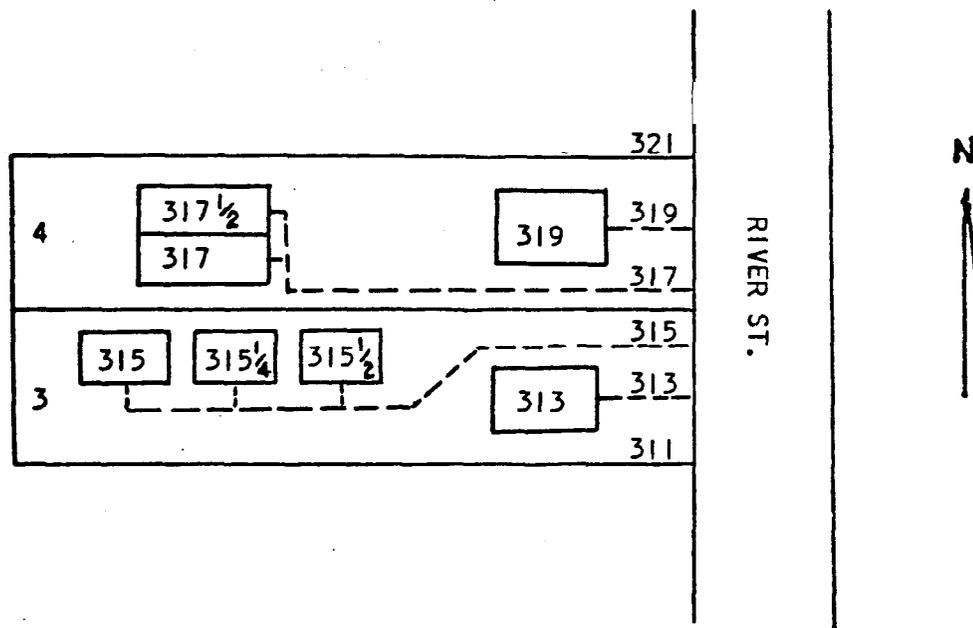


FIGURE C393.44
CASE 3

SINGLE OR DUPLEX COMBINED WITH MULTIPLE UNITS

Lot No. 1 shows the method of numbering two types of multiple units on a corner lot. The four units numbered 301-303 1/2 each have a separate outside entrance with individual mail drops. This situation requires separate street address numbers. The duplex on the rear of Lot No. 1 has the same conditions. The numbers have been issued from the street that gives physical access to the individual units. This is to be the method at all times.

Lot No. 2 shows the method of numbering a single residence with a court in the rear. These units also have individual mail drops, requiring a number for each. When units on the rear of a property have mail delivery the Post Office requires an improved walkway for the deliveryman, before delivery will begin.

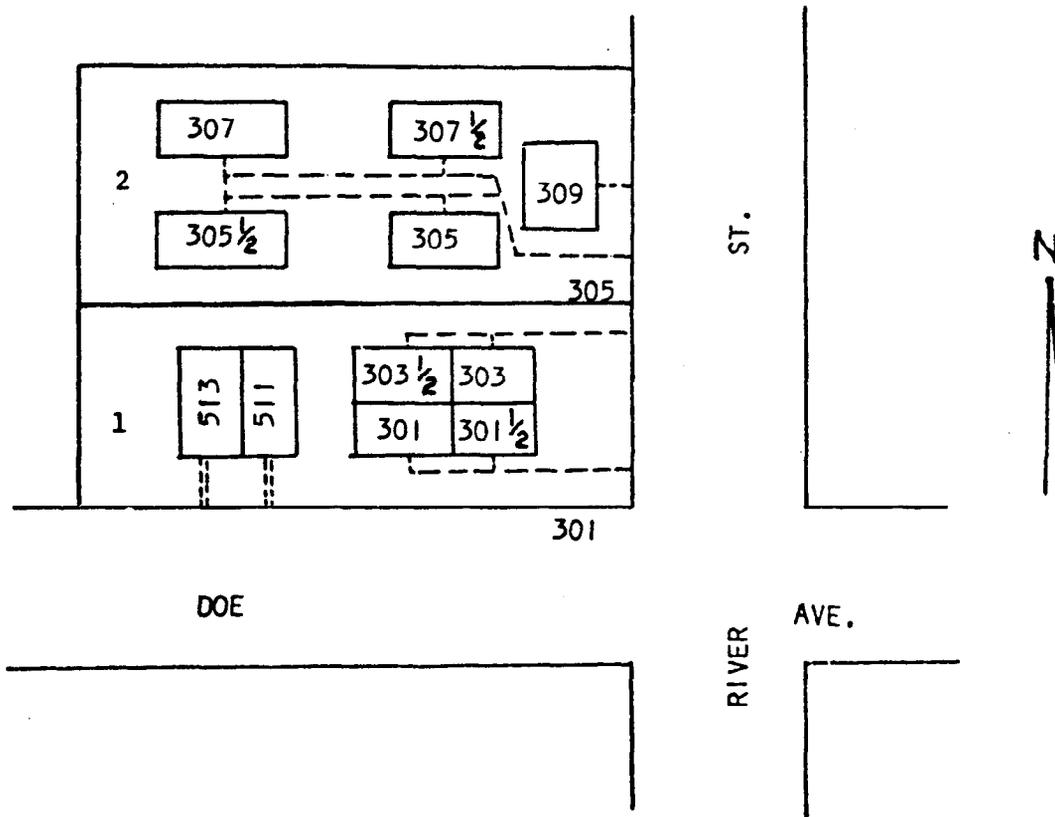


FIGURE C393.44
CASE 4

MULTIPLE APARTMENT BUILDINGS ON SINGLE LOT

Lot No. 12 shows the method of numbering 2 apartment buildings on a single lot. Each building has 2 entrances with a gang mail box on each entrance. This requires 2 numbers for each building. If there are enough numbers available on this particular lot it is advisable to issue numbers to the buildings that do not carry over from one building to the next with fractions. A case such as this may be constructed by a single owner, but may later be sold as two parcels. In this case it would eliminate any confusion in the description of the property at a later date.

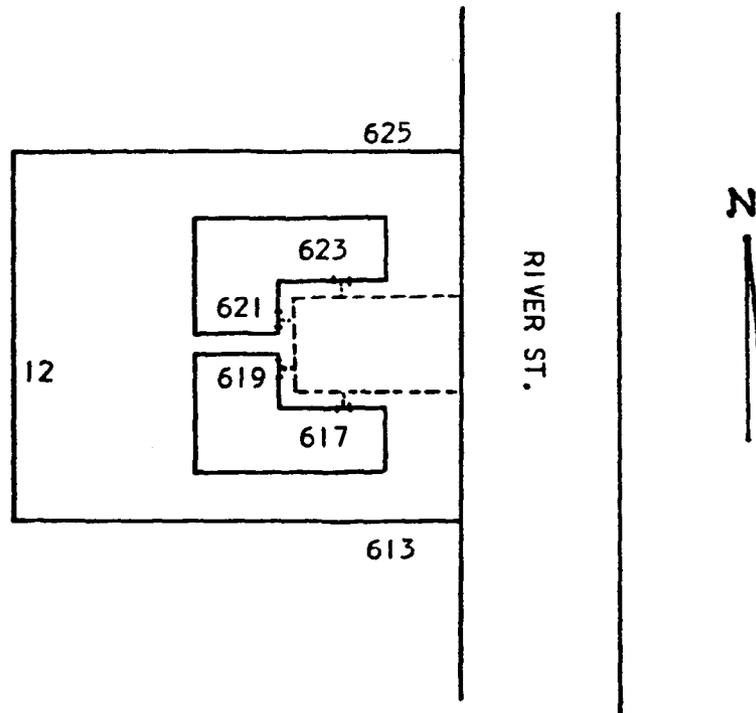


FIGURE C393.44
CASE 5

MULTIPLE UNITS WITH SEPARATE ENTRANCES

Lot No. 7 shows a twelve unit apartment with three exterior entrances. This requires a gang box for mail delivery. If a single twelve unit gang box is used, one number will be issued for the entire building and apartments will be numbered from 1-12 starting with 1-4 at the first entrance and continuing back from there with 5-8 at the next entrance and 9-12 at the last entrance.

In the case of a 4 unit gang box being used at each outside entrance, the entrances will have an individual number for each and apartments will be numbered 1-4, 5-8, and 9-12. Each mail drop must have a number of its own. In the case of gang boxes, each bank is considered a mail drop.

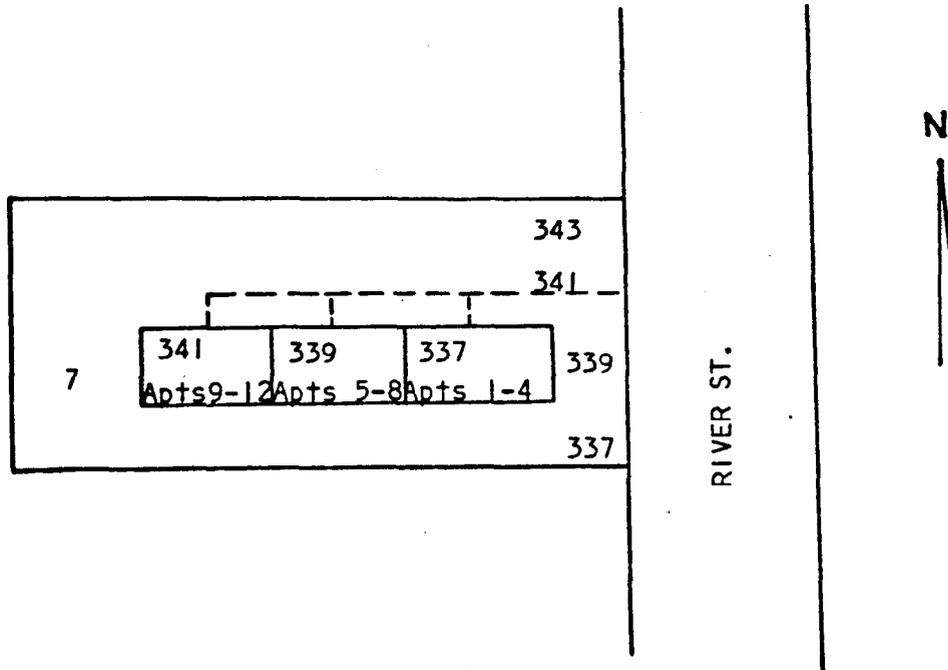


FIGURE C393.44
CASE 6

APARTMENT BUILDING WITH SINGLE
OUTSIDE ENTRANCE ON LARGE FRONTAGE LOT

The apartment house shown has a single entrance with a gang mail box in the entrance hallway. This box could be placed on the outside of the building if the builder so desires. This will require one house number for the apartment building as there is only one entrance.

This lot has a large frontage on River Street, making several numbers available. The number issued is established by scaling from the base numbers. The plot plan of the building should be checked to locate the entrance and the number issued at the point of intersection of the public street or sidewalk with the walk or accessway of the apartment house.

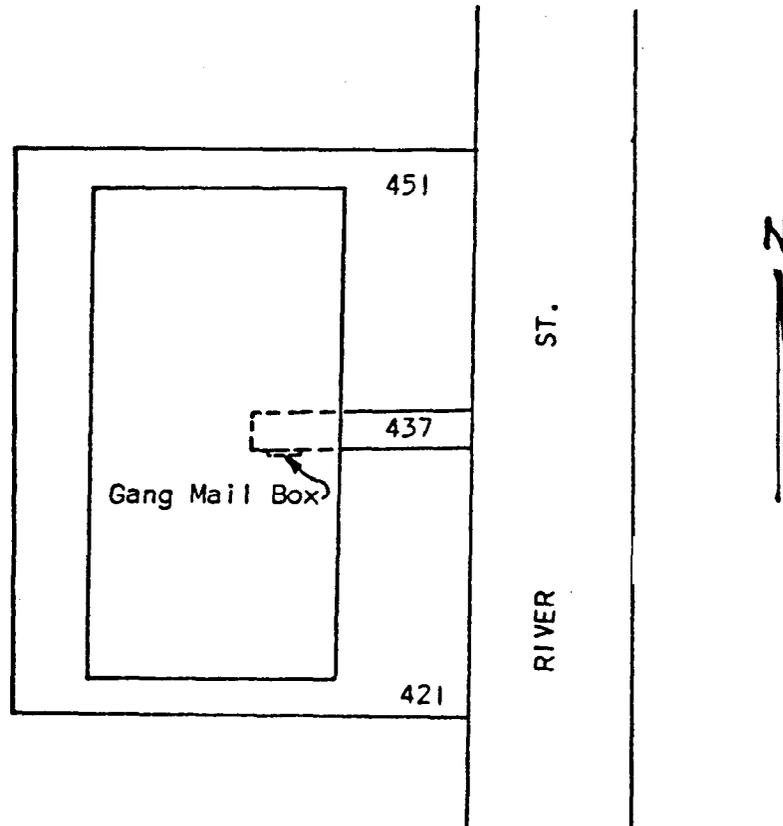


FIGURE C393.44
CASE 7

APARTMENT BUILDING WITH LOBBY ENTRANCES

ENTRANCES INTO HALLWAYS WITH APARTMENTS entering off the hallways. Gang boxes should be used at each outside entrance with a street number assigned each bank of boxes and a separate single number assigned each apartment.

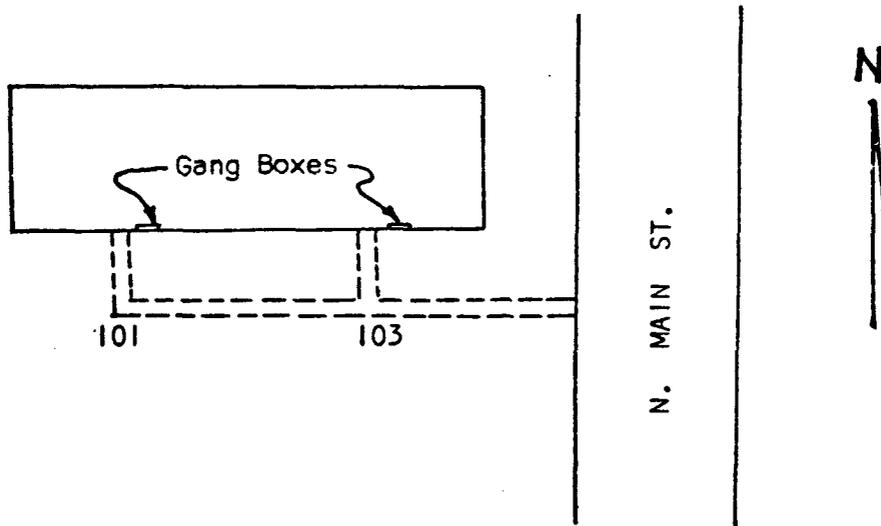


FIGURE C 393.44
CASE 8

APARTMENT BUILDING WITH COMMON OUTSIDE ENTRANCE

APARTMENT HOUSE WITH UNITS ENTERING OFF COURTYARD. Apartments are to be numbered from 1 to the total number of apartments. It is a good suggestion to use gang boxes in this type of unit, using one or two banks of boxes. Each bank of boxes is considered a separate mail box, and therefore each should have its own house number. When using two banks of boxes, divide units into two sections vertically and number the apartments for each bank of boxes beginning with apartment No. 1 on the smaller address number and continuing the second bank of boxes from the highest number on Bank No. 1 to the total number of apartments. If any other method of numbering the individual apartments is desired, it is necessary to obtain specific permission and direction from the Post Office Department.

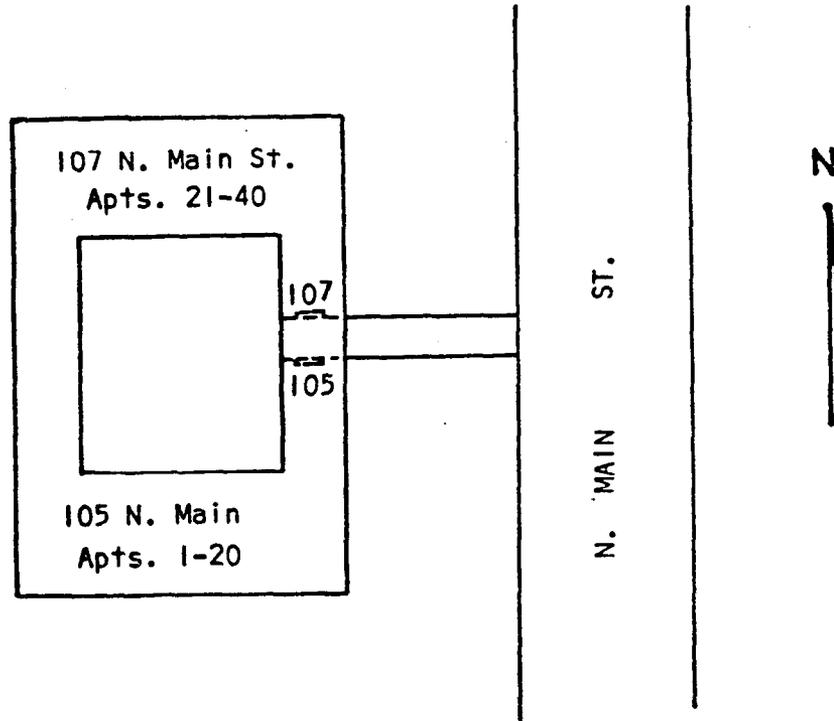


FIGURE C393.44
CASE 9

APARTMENT COMPLEX INDIVIDUAL UNIT ADDRESS NUMBERS

The method of numbering a group of apartment buildings in one unit is shown in this sketch. A gang mail box is used on each building and an individual house number issued, with numbers (1, 2, 3, 4, etc.) for each apartment within the building.

When one bank of mail boxes is to be used one address is issued for the entire unit and apartment numbers given in a progressive series for each building starting with 100 series for first building and continuing on with 200 in the 2nd, 300 for the 3rd, etc. The buildings should be clearly marked. If possible, a directory for the units should be displayed near the gang mail boxes to simplify the location of a given apartment.

Also see next example.

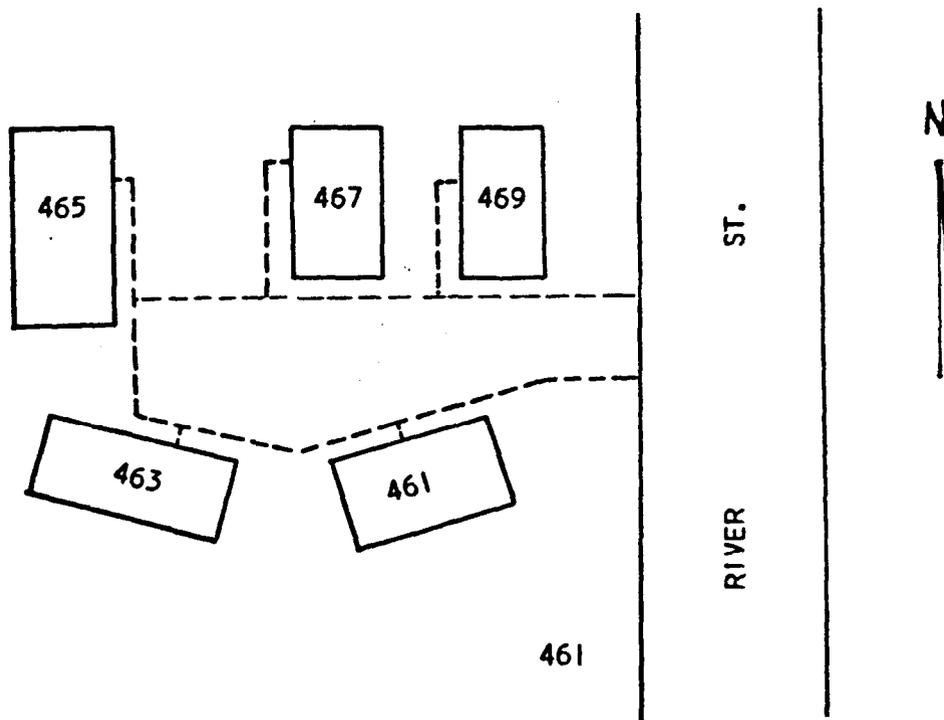


FIGURE C393.44
CASE 11

APARTMENT BUILDING WITH MULTIPLE OUTSIDE ENTRANCES

The method of numbering a multiple unit dwelling with several apartments gaining access from each of two or more outside entrances, is shown in this sketch. Each outside entrance is assigned a street address and a gang mail box located as shown. Each apartment is assigned an apartment number, starting with number 1 and continuing on through the building. For example: 673 River Street, Apts. 1, 2, & 3 at the first entrance, then Apts. 4, 5, & 6 at the second entrance and so on through the building.

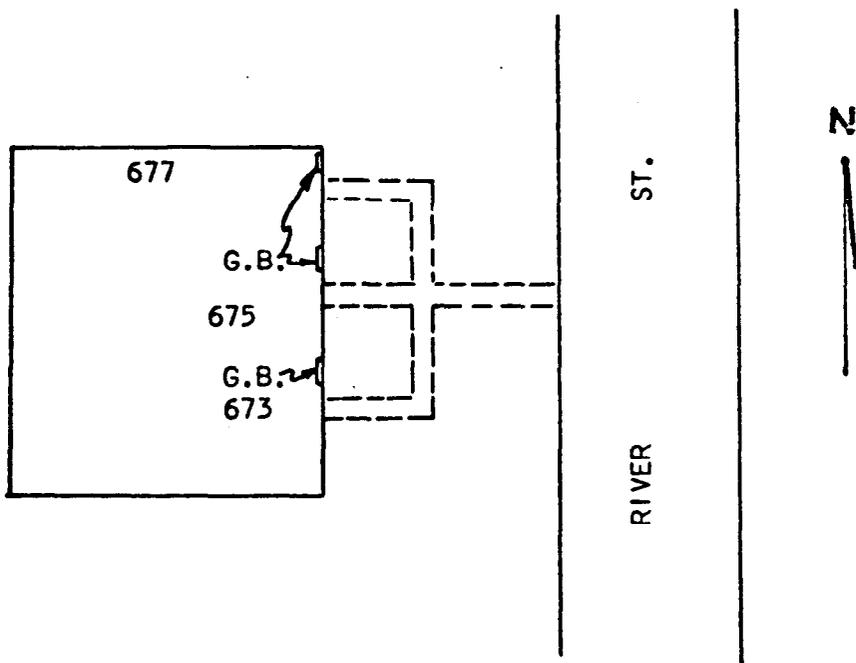


FIGURE C393.44
CASE 10

APARTMENT AND CONDOMINIUM COMPLEXES
CENTRALIZED UNIT ADDRESS NUMBERS

A recent postal decision has revised delivery procedures, to limit the carrier to travel not more than 30 feet from the dedicated street, or sidewalk. This makes it necessary in the case of apartment and condominium developments, to use a minimum number of mail drop locations, therefore eliminating the necessity of assigning separate numbers on each building. The entire project can use one address with the units being numbered progressively throughout the complex of buildings, covered by each mail drop location.

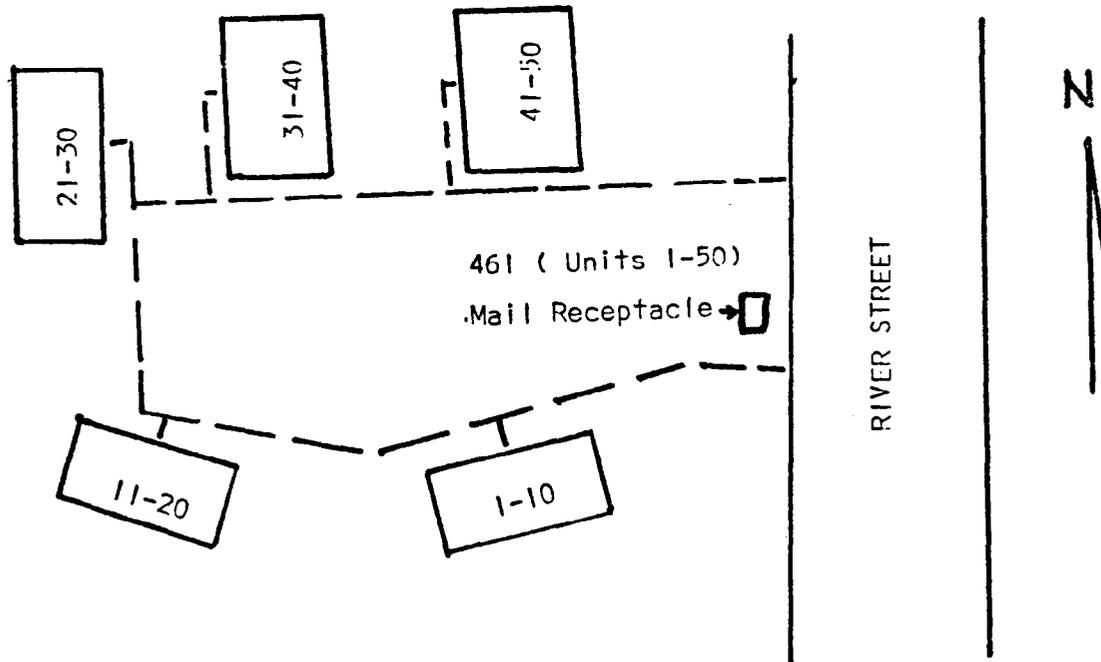


FIGURE C393.44
CASE 12

BUILDINGS WITH REMOTE ACCESS

Numbers progress as shown in northerly direction in this case. The same system would of course be used when numbering in any direction. These numbers are issued in the case of separate mail drops. If a gang box is used, numbers will be issued in a different manner, to be shown on a different sheet.

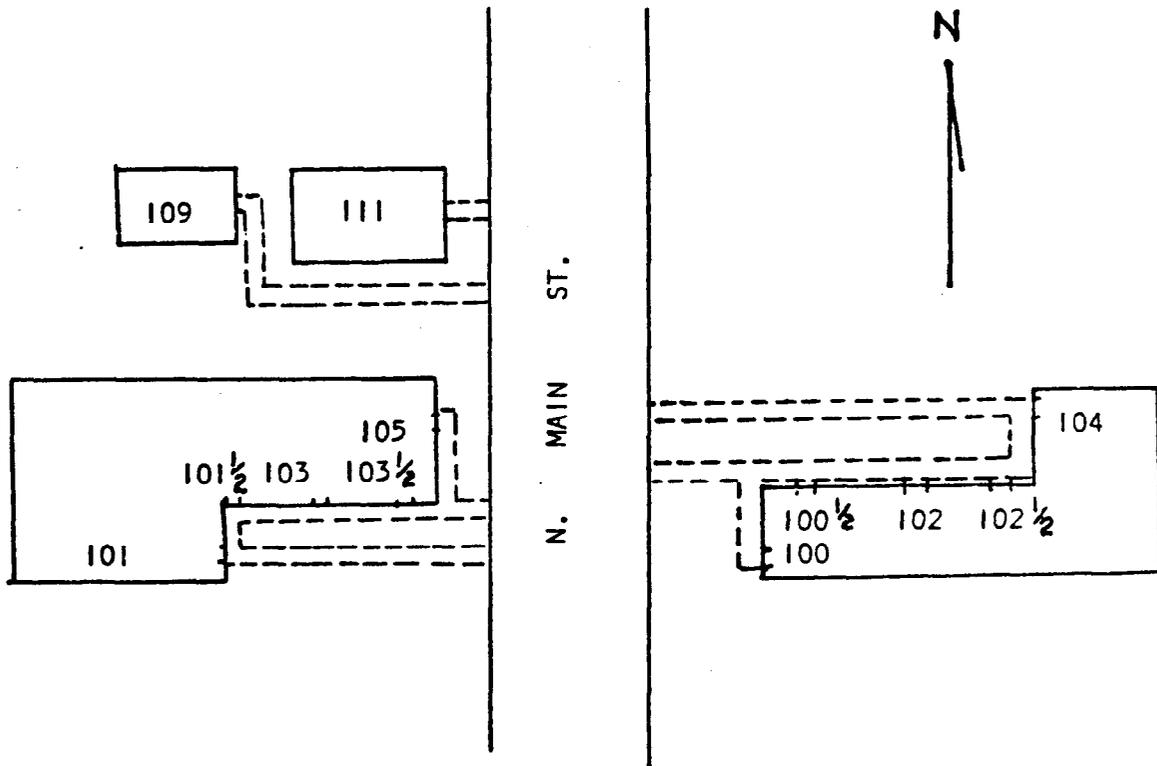


FIGURE C393.44
CASE 13

BUILDINGS WITH ALLEY ACCESS

On some occasions the City Engineer's Office has requests to issue a street address to a structure having access only from an alley. In past years some of these requests have been granted, but this practice has now been discontinued. In cases where the applicant requests such an address, the reason for not complying with his request should be explained. Even though a dedicated alley may be used as a street, the City does not designate names for alleys, thus making an address out of the question. The street address for such a location could be assigned from the street fronted by the lot on which the building is located. This may be done only if there is physical access from the street at the front of the lot. (See sketch).

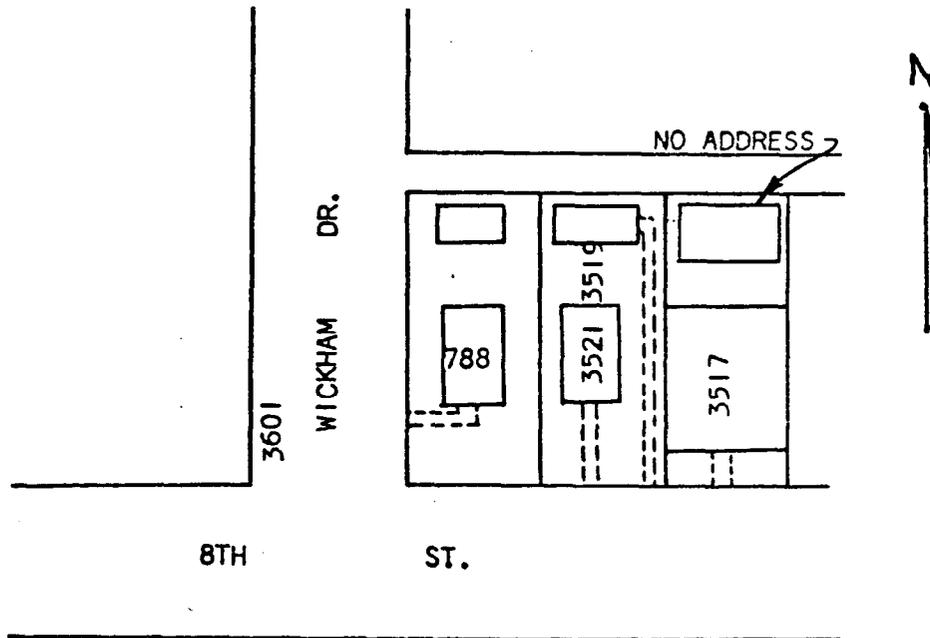


FIGURE C393.44
CASE 14

COMMERCIAL BUILDING WITH MULTIPLE UNITS

In the sketch shown on this page is an example of several commercial units in one building. In this case most owners want full numbers for their individual units. Under no circumstances are there to be issued more numbers than the specified one number for each 20 feet of frontage. If the owner will not use fractional numbers for commercial addresses on the stores, he must install a gang mail box and then assign one number for the building, and suite numbers for the units. In this case, mail delivery will be made to the gang mail box and no individual delivery to units will be made. It is a good idea to impress upon the owner the fact in this type of mail delivery. If individual numbers are used with fractions, mail slots may be used in the door. The Post Office requires mail slots to be located a minimum of 30 inches above the bottom of the door.

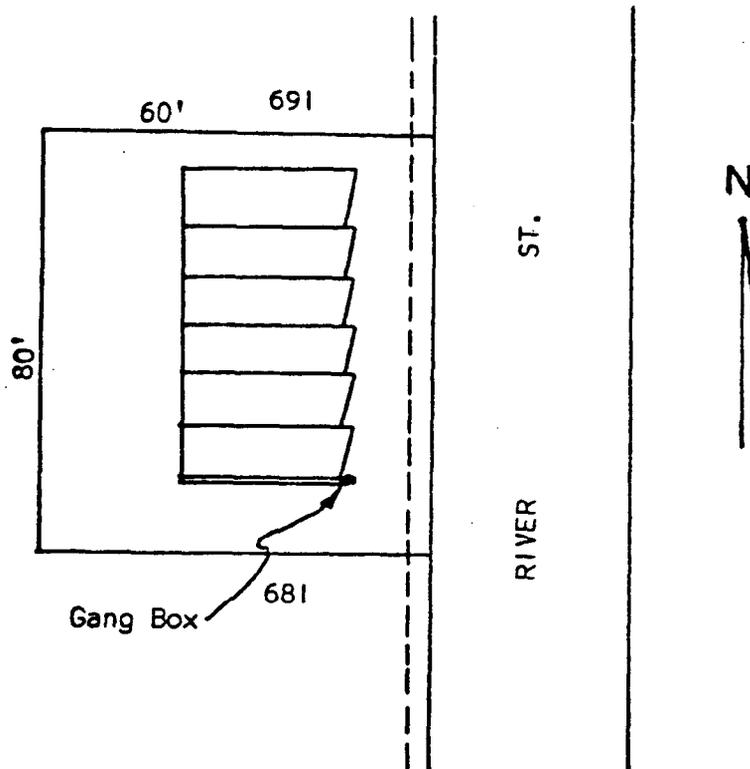


FIGURE C393.44
CASE 15

COMMERCIAL BUILDING WITH MULTIPLE UNITS

In the sketch shown on this page is an example of several commercial units in one building. In this case most owners want full numbers for their individual units. Under no circumstances are there to be issued more numbers than the specified one number for each 20 feet of frontage. If the owner will not use fractional numbers for commercial addresses on the stores, he must install a gang mail box and then assign one number for the building, and suite numbers for the units. In this case, mail delivery will be made to the gang mail box and no individual delivery to units will be made. It is a good idea to impress upon the owner the fact in this type of mail delivery. If individual numbers are used with fractions, mail slots may be used in the door. The Post Office requires mail slots to be located a minimum of 30 inches above the bottom of the door.

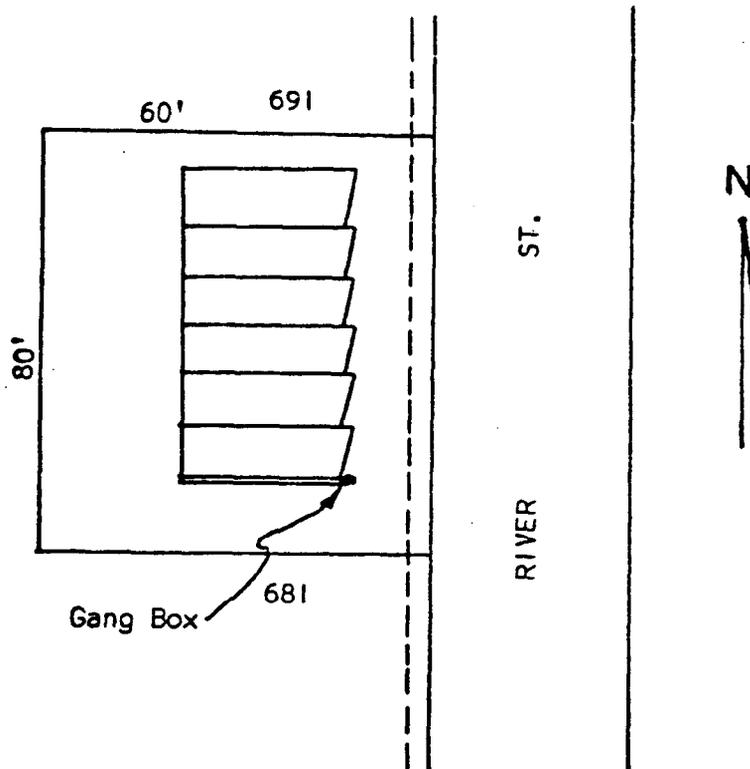


FIGURE C393.44
CASE 15

SHOPPING CENTERS

Shopping Centers present various problems for establishing street address numbers.

With the advent of the very popular enclosed center, the situation exists, of a main entrance with an address assigned and several levels of stores with their own identity within the complex. In this instance, the usual way of addressing the interior stores is the assignment of a hundred series for each level. The stores then use the main address and the store number within, such as,

See's Candies
9301 Tampa Ave., #303
Northridge, Calif. 91324

When and if these centers have one or more major tenants, each with an entrance from the street, a separate address can be assigned if requested by those tenants.

Smaller shopping complexes can be found with individual outside entrances for each store. These can have separate addresses assigned where the numbers are available. In many instances, the assignment of fractional numbers is required. Many times the tenants object to fractional assignments, but it is sometimes a necessity when there is a shortage of available addresses.

The larger and more complex the center becomes, the more important the numbering system becomes. The need for an emergency service to locate a given store at all times without delay must always be a prime consideration. Placement of directories at all accesses from the streets or parking lots are an absolute necessity. These should be in the form of a plot plan giving the present location of the observer and the relationship of all stores and levels to that location. The directory should also include the business names with their respective numbers.

MULTI-LEVEL OFFICE OR PUBLIC BUILDINGS

Major structures of all types present individual problems when establishing street address numbers. These buildings, in most cases, have a central lobby entrance which includes a directory or information center and provides public access to the upper floors. The first floor usually includes administrative, rental or lease areas with exterior entrances to the street or an approach leading from the street. The street address number for the building should be determined by locating the main entrance to the building on the district street numbering map and scaling the distance on the map from the end of the block at which the block number begins. The nearest whole number corresponding to the number of 20 foot increments in that distance should then be assigned to the building. This procedure should be followed, even though no other entrances are planned, for the following reason. When the building is originally planned and constructed the first or ground floor may not be part of a lease out area, but at a later date frequently the first floor may be remodeled into several commercial enterprises. At this future time, the office of the City Engineer is contacted for street address numbers to be assigned to the new entrances. If the street address numbers on the structure have been assigned correctly at the issuance of the original building permit, in accordance with the physical location of the main entrance, there will be street address numbers left available for the new entrances.

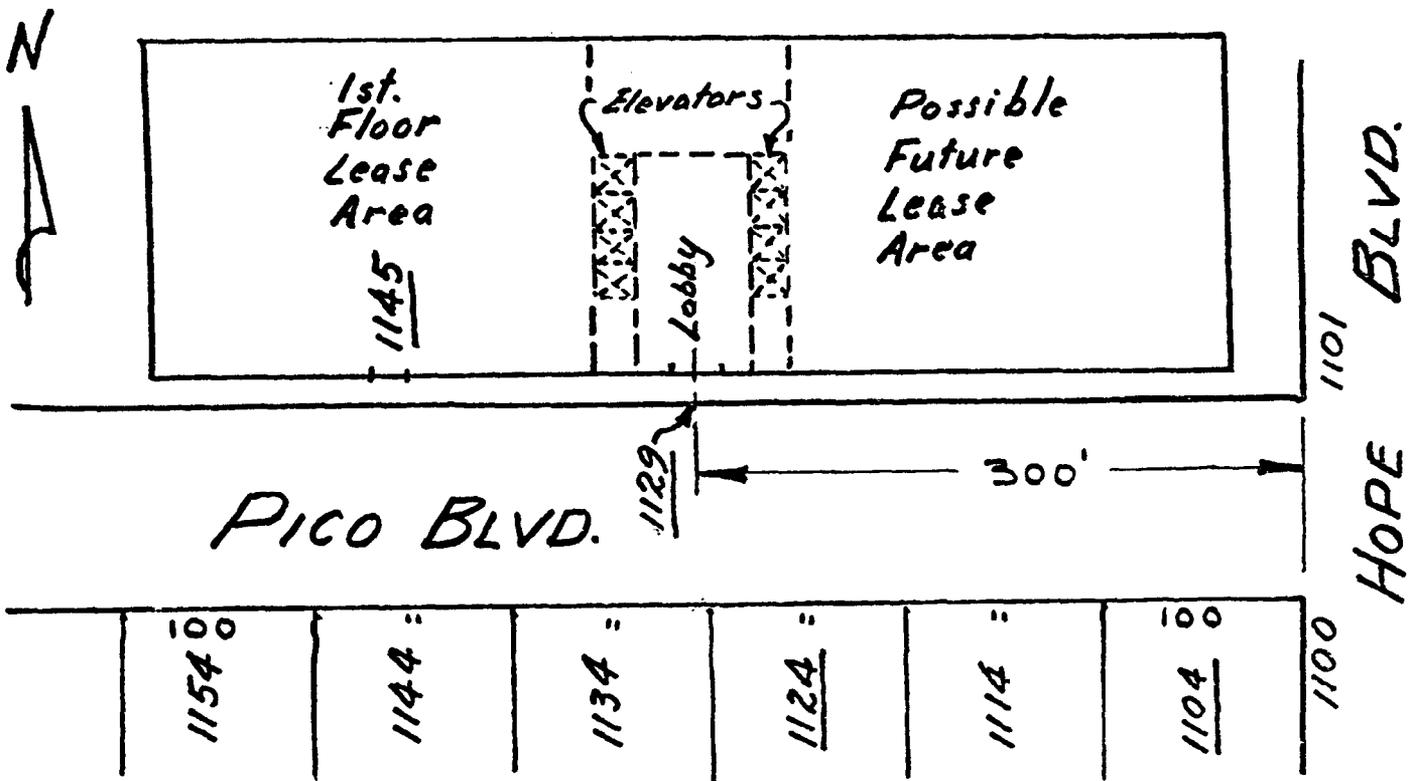


FIGURE C393.44
CASE 17

NUMBERING CUL-DE-SACS AND DEAD END STREETS

When establishing street addresses for these streets, a co-ordinate system must be established. Numbers are to be projected from this co-ordinate system to the beginnings and ends of these streets. In no instance are numbers to be assigned beyond the terminus of the street to buildings without legal frontage on the street in question.

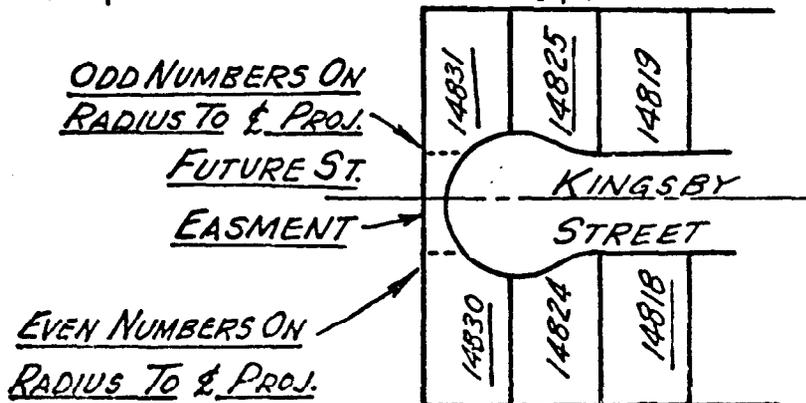
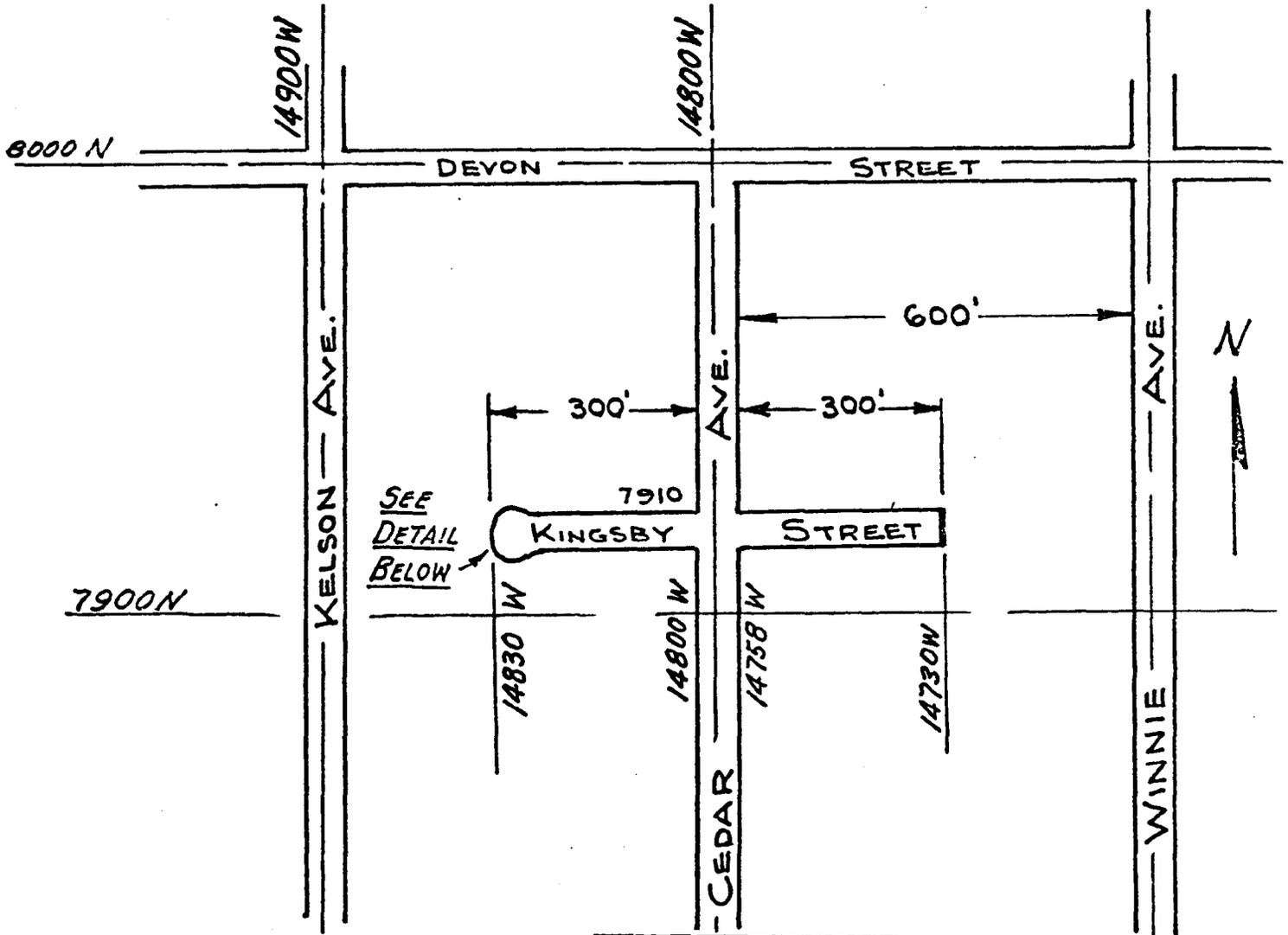


FIGURE C393.44
CASE 18

LEGAL ACCESS PROBLEMS

The sketch on this page shows several cuts on a corner. There is a 1-foot lot along the west side of Herron Street. In the sketch shown here, Parcel No. 1 is a landlocked piece of property, and no address may be assigned unless an access easement is granted over Parcel No. 4. The owner of cut No. 2 has obtained an easement over Parcel No. 3 to gain access to his property. The City Engineer's Office may issue a tentative street address and state on the application that the property does not have the necessary frontage to obtain a building permit. The building department will inform the applicant of the necessary steps to be taken in order to obtain the building permit. The fact that a street address is available does not require the Building Department to issue a building permit.

In a case where the property owner has the ownership of both Parcels No. 2 and No. 3; he must deed an access strip to Parcel No. 2 from Parcel No. 3. This gives him access to the landlocked piece of property. It also gives him an easement for utilities. The street addresses will then be issued from Victory Boulevard.

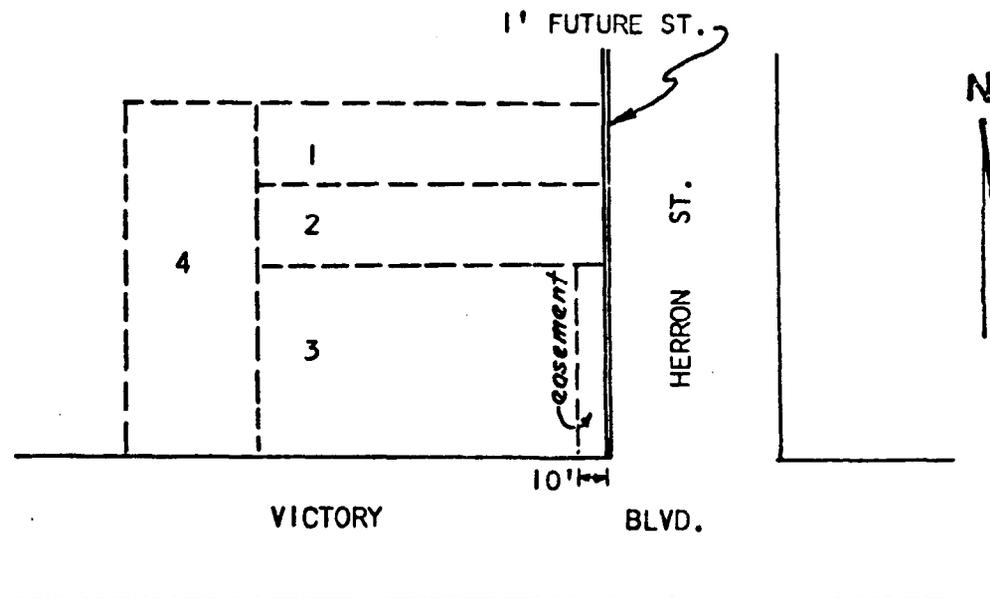


FIGURE C393.44
CASE 19

PHYSICAL ACCESS PROBLEMS

The sketch on this page gives an example of the numbering procedure for several lots located in a hillside area. Due to a steep cliff at the front of Lots 1, 2, 3, & 4, physical access cannot be gained from Lookout Road at the point of legal frontage. In order to obtain a building permit the applicant must have a street address assigned to his lot. This presents a problem, since the street numbers assigned to the lots will not be the same as the final addresses of the houses. In a case such as this, the street address number assigned on the building permit will be the Public Record Number, 112 Lookout Road for Lot No. 4, 114 Lookout Road for Lot 3, 118 Lookout Road for Lot No. 2 and 122 Lookout Road for Lot No. 1; however, before issuing such numbers, the applicant's legal description must be carefully checked to verify his easement to gain physical access from the dedicated street to his property over any property that may be owned by other parties. If the party has an easement, making his property physically accessible, a permit may be issued giving the Public Record Number as the Job Address. The applicant is to be instructed to apply for a change of address after his building is under construction. At that time a field check will be made and address will be issued for the correct location, based upon the actual location of the pedestrian access. This will then become the legal address.

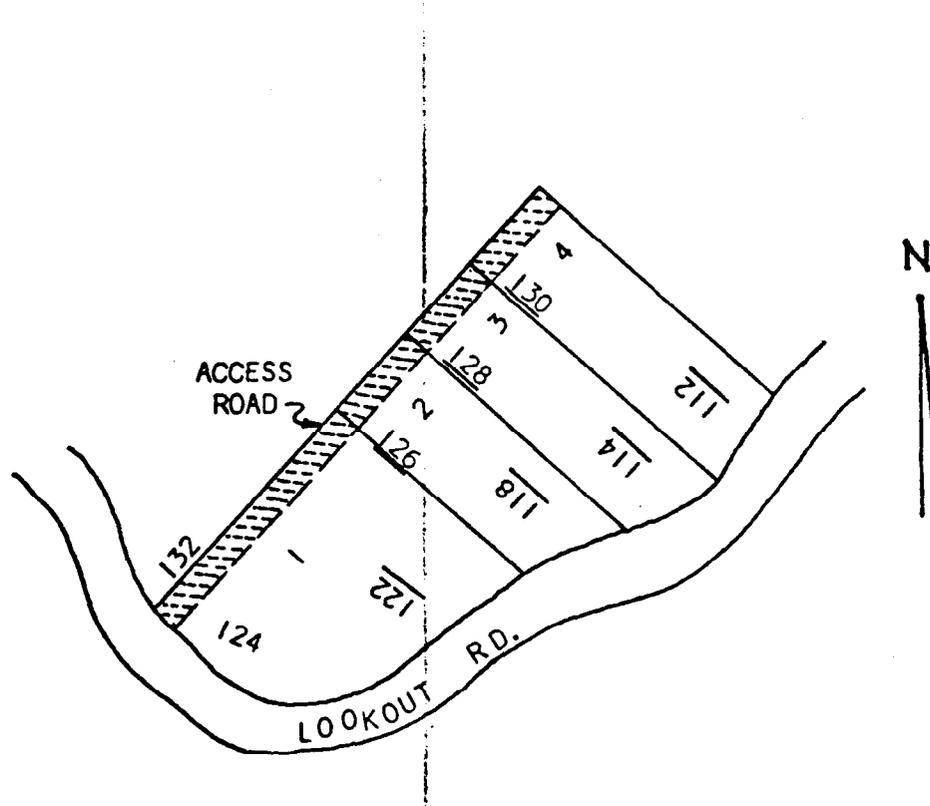


FIGURE C393.44
CASE 20

CORNER LOT ACCESS

The sketch shown here gives an example of a corner lot with frontage on two streets. The property has a pedestrian access entering from White Oak giving it a White Oak Street address. If the driveway entered from Hill Drive it would then have an address from Hill Drive. There are quite a number of cases in the City that have this situation, many with the access from the side street and the address from the front street. These should be corrected when brought to the attention of the City Engineer's Office.

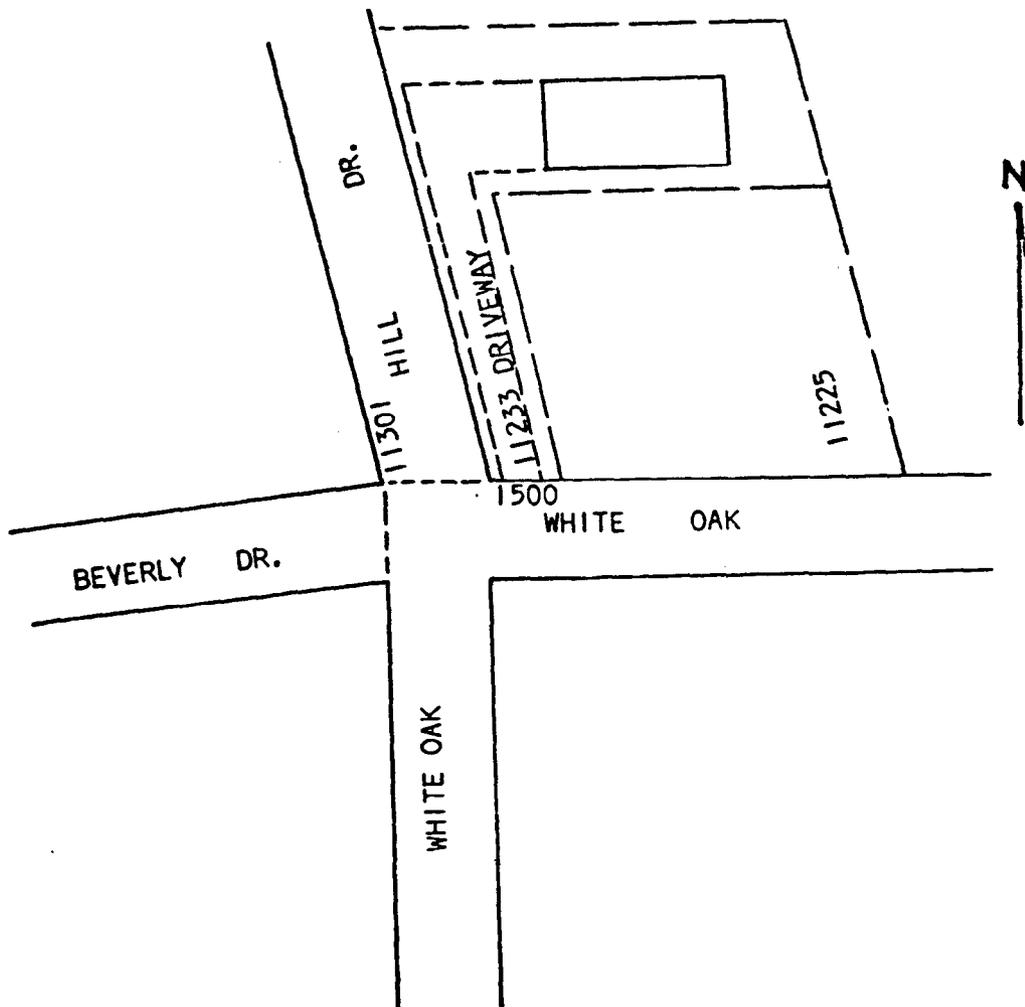


FIGURE C393.44
CASE 21

Residential Planned Developments

(Single Family Dwellings or Townhouses)

Residential developments of this type are exempted from the usual minimum lot dimensions of the LAMC. As a result, there may not be enough individual street address numbers available (based on public or approved private street frontage), to assign whole numbers to each dwelling unit. Whole numbers should then be assigned to each separate building or group of units and unit numbers or fractional numbers assigned to each individual dwelling unit. (Note: Section 13.04.E of the LAMC requires a minimum of 20 feet street frontage for detached single family dwellings, and also limits the number of town house units in a building to eight, for such developments).

The example shown uses 2 methods of numbering. The 4 units accessing from Riverside Lane and Flicker Way each have separate addressess assigned. The proximity of the entrances to the property line will also allow individual mail delivery. Each group of 4 units accessing from Woodman Ave. should use a single street address with unit numbers because of the limited street frontage. Two banks of mail boxes could handle the mail delivery to (505 Units 1-4) and (509 Units 1-4).

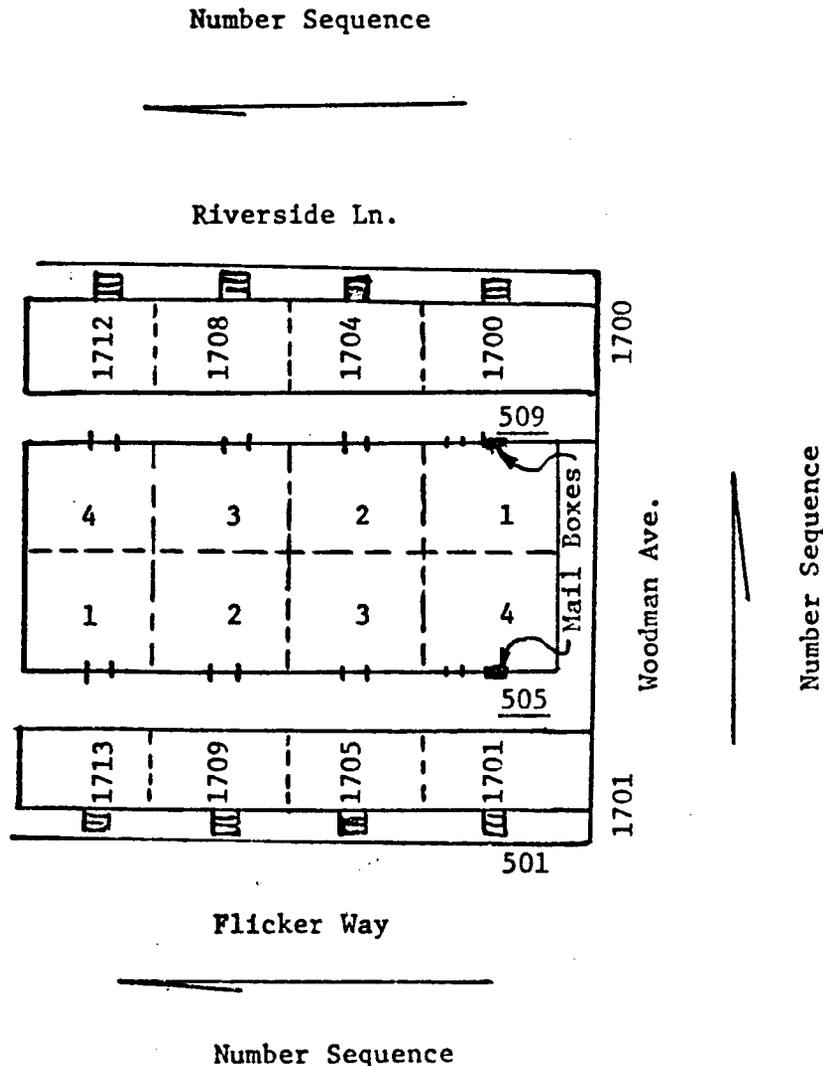


FIGURE C393.44
CASE 22

Condominium Residential Developments

This type of residential development with individually-owned dwelling units located on commonly owned real property usually presents a difficult problem for street address assignments. Owners usually desire to maintain the individual character of the units by having individual street address numbers.

If there is sufficient frontage on public or approved private streets to make enough whole numbers available, based on 20' per number, then individual numbers may be assigned in a numerical sequence corresponding to the direction of the numbering on the street. (See Case 23). Numerical sequence is to be established on the basis of pedestrian access to the units. If sufficient whole numbers are not available, fractional and whole numbers may be assigned to each dwelling unit. (See Case 24). An alternative system is to assign a whole number for each building or for the entire complex, with unit numbers assigned consecutively throughout the building or the total complex. If this system is used, a central mail room or delivery location is desirable and should be coordinated with the local post office. (See Case 25).

Whatever addressing system is used, it is recommended that a "plot plan directory" or advisory notices be displayed at each point of public access to facilitate quick and easy location of any address number in the complex.

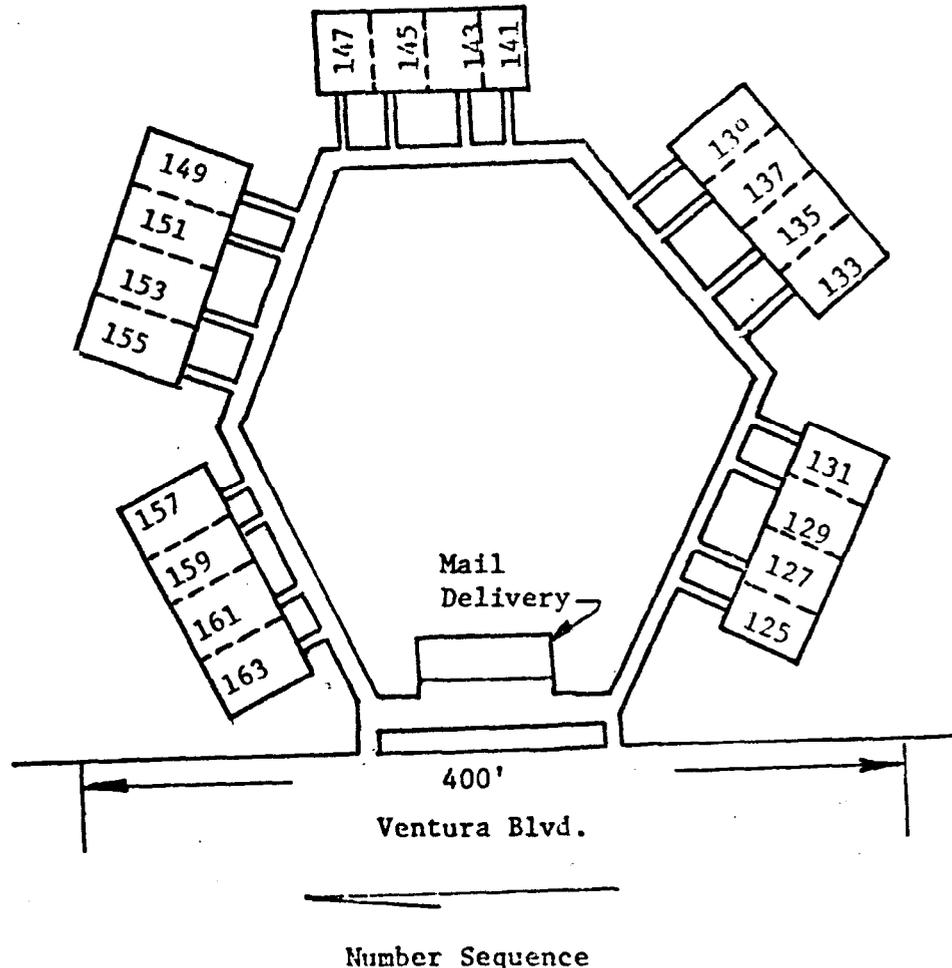
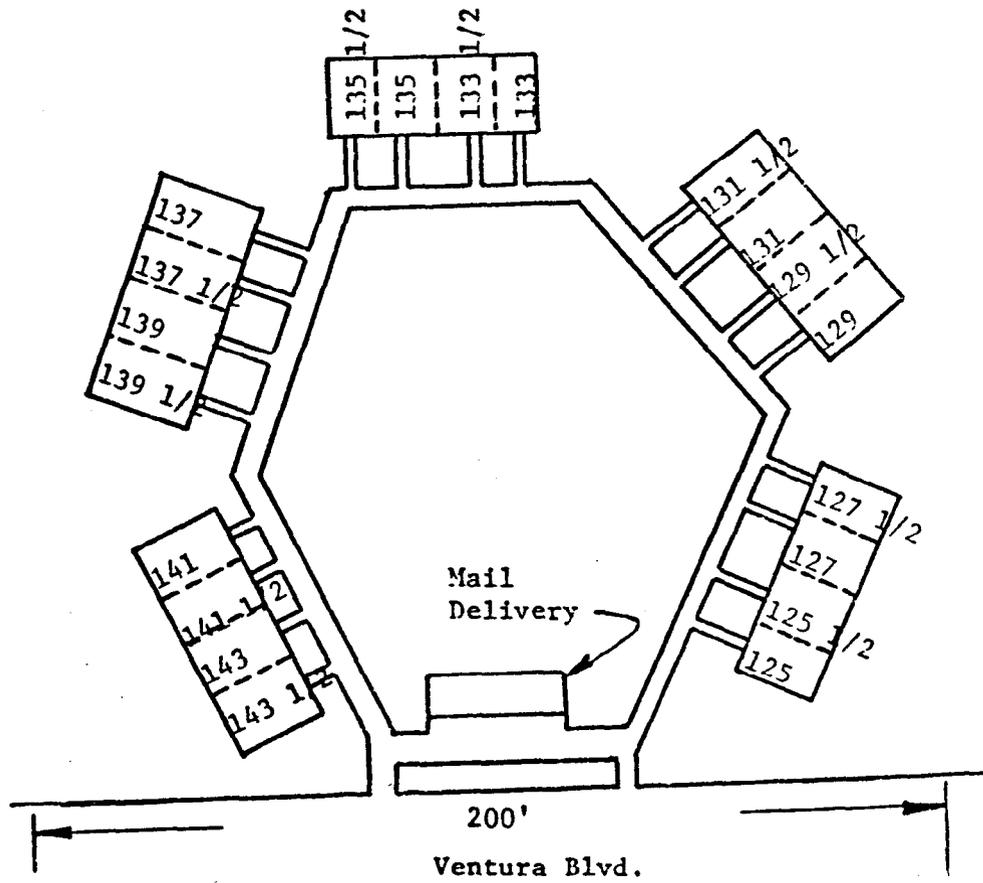


FIGURE C393.44
CASE 23

Condominium Residential Developments

The example shown prefers to use individual numbers, even though it necessitates assignment of fractional numbers. When posting the numbers on the buildings, they should be placed above or beside the entrances. The numbers may be the minimum size of number (4" High, 2" Wide, 3/8" Stroke). At the point of mail delivery the inclusive addresses for the project should be posted, along with a "plot plan directory".

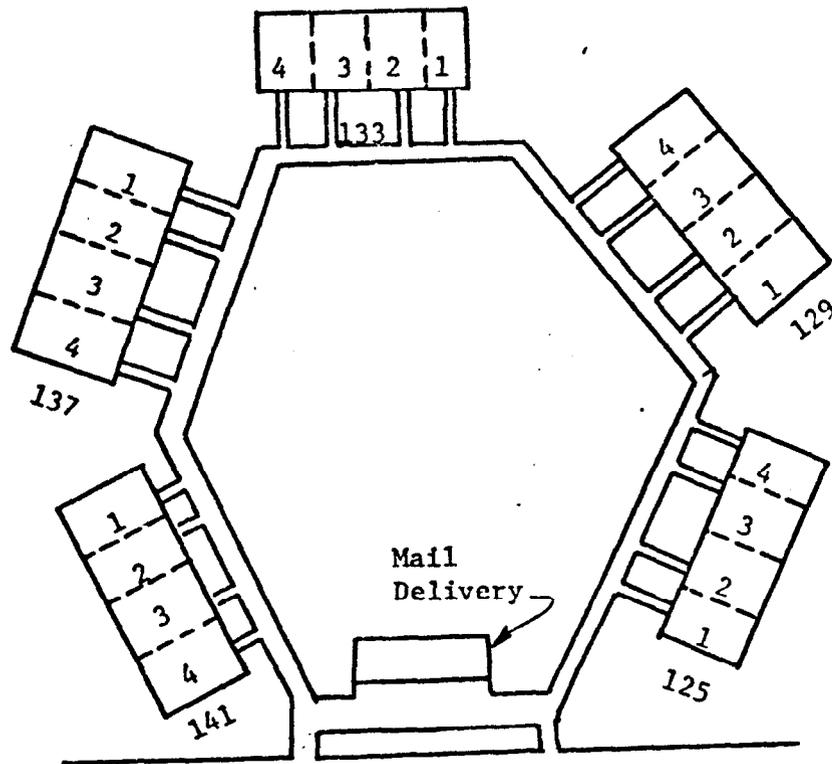


Number Sequence

FIGURE C393.44

Condominium Residential Developments

The example shown prefers to use building and unit numbers, rather than fractions. The central mail delivery and "plot plan directory" is also used in this case. The building numbers should be posted figured by formula in this case, with 4" numbers at each door.



Ventura Blvd.

Number Sequence

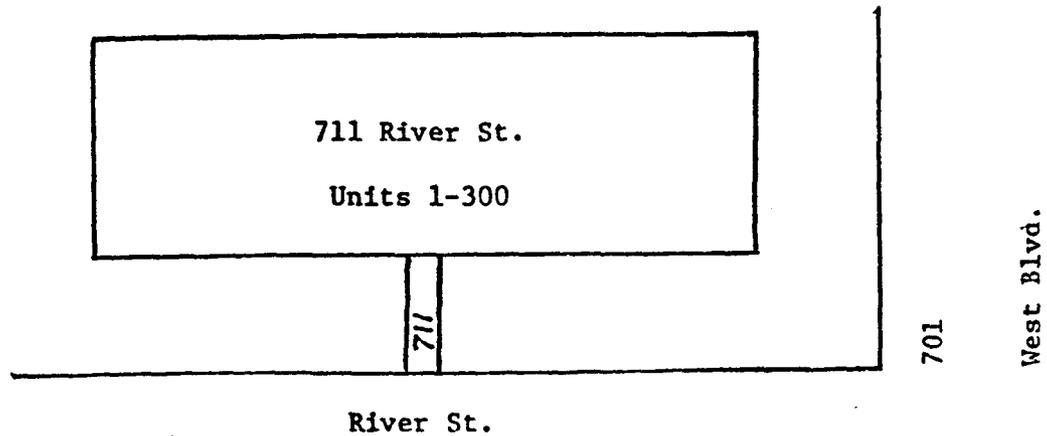
FIGURE C393.44

CASE 25

High-rise Condominium Development

The high-rise condominium is basically a modified hotel type operation. There is one street address number assigned to the project, and the mail is delivered to a central mail room and distributed by the management either to the rooms or units, or they have banks of mail boxes in the central lobby.

The address is assigned to the entrance based on 20' increments regardless of the size of the building.



Number Sequence

Trailer Parks and Mobile Home Estates

These developments should use a single address with space numbers. The entrance should also have a "plot plan directory" to assist emergency services or visitors in locating any particular dwelling unit.

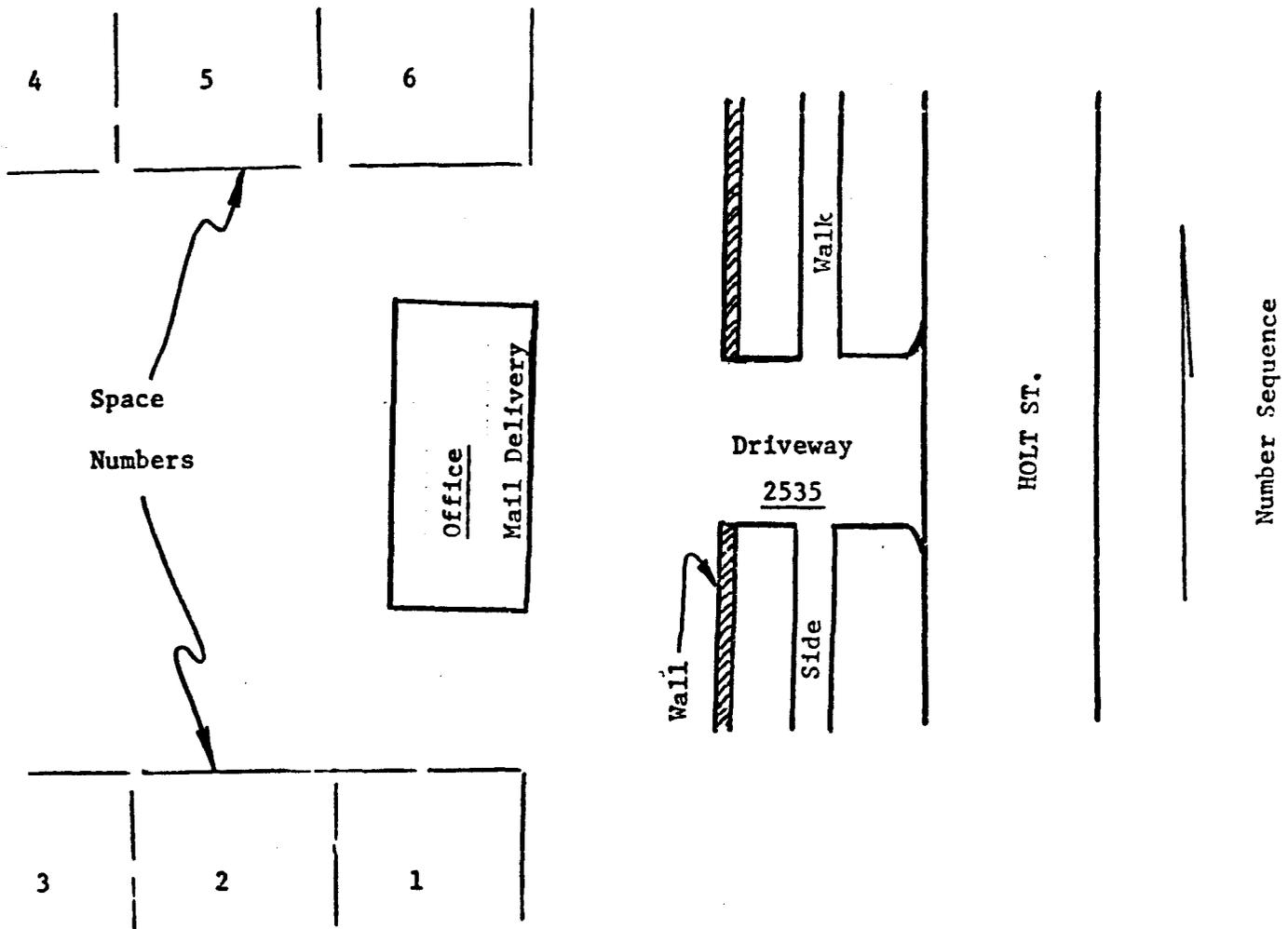


FIGURE C393.44

Street Address Stamp No. 1:

STREET ADDRESS NUMBER INSTRUCTIONS per Ordinance No. 144,527		
ASSIGNED NUMBER: _____	STREET: _____	BY: _____
d = distance (in feet) of number location from street P.L. = _____ ft.		
h = min. height of each figure (Not less than 4") = $d/10 + 2$ = _____ inches		
w = min. width of each figure = $h/2$ = _____ inches		
t = min. thickness of any part of figure = $h/10$ = _____ inches		
Space between figures : $h/8$ (min.) to $h/4$ (max.)		
Figures in fractions: $3/4$ of above sizes.		
LOCATION OF NUMBER: As shown by stamp on Sheet _____		
Any other location: Number must conform to above dimensional formulae and be approved by City Engineer.		
NOTE: TO COMPLETE PLAN CHECK, NUMBER LOCATION AND DIMENSIONS AS SHOWN ON SHEET _____ OF THESE PLANS MUST BE TRANSFERRED BY APPLICANT TO ALL SETS OF FINAL SUBMITTED BUILDING PLANS. RETURN THIS STAMPED PLAN TO PLAN CHECKER FOR VERIFICATION		

Street Address Stamp No. 2:

ADDRESS NUMBER: _____
MIN. FIGURE DIMENSIONS:
Ht. = _____ Width = _____
Line Thickness = _____ By: _____

REQUEST FOR CHANGE OF ADDRESS ON PERMIT

DATE OF REQUEST

**CITY OF LOS ANGELES
DEPARTMENT OF BUILDING AND SAFETY**

I hereby request a change of address on:

Building Permit No. LA-1234 Issued On 10-10-71

From: 322 S. Los Angeles St.

To: 431 E. 4th St.

Signature: _____ Agent
Owner
City Employee

Reason for Request:

- Typing error on line _____
- Error on part of a City department
- Error on part of applicant
- Corner lot; change from one street to another
- Other _____

CORRECT ADDRESS

431 E. 4th St.

FOR CITY USE ONLY

- No change in legal description
- Change in legal description/new permit required

New permit number _____

LOT <u>6</u>	BLOCK <u>31</u>	DISTRICT MAP <u>126-209</u>
TRACT <u>Ord's Survey</u>		
BUREAU OF ENGINEERING APPROVAL <u>R. J. [Signature]</u>		DATE <u>10-10-71</u>
BUILDING AND SAFETY APPROVAL		DATE

BAS 8-88 R9.72