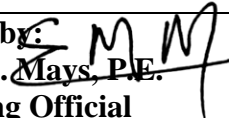
	BUILDING DEVELOPMENT POLICIES AND PROCEDURES COMMERCIAL	Effective Date: February 4, 2013
		Supersedes Policy Dated: N/A
	2.11 Address Validation Requirements	Issued by:  Eric M. Mays, P.E. Building Official

The correct addressing of buildings and tenant spaces is critical to public safety and is important to tracking historical information related to the occupancy of buildings. This policy provides the address validation/assignment requirements for commercial projects, including new structures and existing buildings (i.e., tenant layout and alteration/repair plans).

New Structures

The building plan submittal for new structures will include two complete plans for Building Code Plan Review and one partial set of plans for Address Validation/Assignment Plan Review. The Address Validation/Assignment Plan Submittal shall include the following:

- Architectural Site Plan showing the site location, building entrances and sprinkler control room exterior doors.
- Architectural Floor Plans showing the building entrances and suite entrances

The Building Development Division will route the Address Validation/Assignment Plan Submittal to the Geographic Information System Division (GIS) for review and/or assignment and approval. The GIS Address Validation/Assignment Plan Review comments will be incorporated into the plan review comment letter issued by the Building Development Division at the conclusion of each plan review cycle.

Once the Address Validation/Assignment Plan Review has been approved, the approved addresses must be incorporated into the Building Code Plan Review Submission prior to being approved by the Building Development Division. Additionally, if a revision to the building design affects the previously approved addresses, a new Address Validation/Assignment Plan Submittal will be required.

Existing Buildings (Tenant Layout and Alteration/Repair Plans)

All Building Permit Applications and building plans submitted for existing commercial buildings shall have an Address Validation/Assignment Approval issued by GIS prior to acceptance by the Building Development Division.

Attachments/Hyperlinks

- [New Structure and Additions Commercial Plans Checklist](http://eservice.pwccgov.org/eBuildingDevelopmentForms/forms/NewStructuresAdditionsChecklist.pdf)
<http://eservice.pwccgov.org/eBuildingDevelopmentForms/forms/NewStructuresAdditionsChecklist.pdf>
- [Footing and Foundation Checklist](http://eservice.pwccgov.org/eBuildingDevelopmentForms/forms/FootingFoundationChecklist.pdf)
<http://eservice.pwccgov.org/eBuildingDevelopmentForms/forms/FootingFoundationChecklist.pdf>
- [Tenant Layout, Alteration & Repair Commercial Plan Checklist](http://eservice.pwccgov.org/eBuildingDevelopmentForms/forms/TenantLayoutAlterationAndRepairCommercialChecklist.pdf)
<http://eservice.pwccgov.org/eBuildingDevelopmentForms/forms/TenantLayoutAlterationAndRepairCommercialChecklist.pdf>