

CITY OF FRESNO
PLANNING AND DEVELOPMENT DEPARTMENT
Policy and Procedures

DRAFT

SUBJECT: ADDRESSING OF CAMPUSES (CHURCHES, SCHOOLS, LARGE SINGLE INDUSTRIAL USERS WITH MULTIPLE BUILDINGS)

DATE: October 8, 2008

POLICY

Our Policy and Procedures Manual currently does not have a procedure for addressing campus type facilities. The following is the policy/procedure that was agreed upon by the City of Fresno HTE/Addressing Committee and shall now be the official policy:

- a. Since this type of facility will only receive mail in one location, only one overall address is needed. The main building (which will typically be an office building) will receive the primary address (i.e. 9999 North First Street). We will also give a site address, just lower than the main building address (i.e. 9995 North First Street S/A). This will be the address that the permits for all of the out buildings will be put under.

- b. Since none of the other buildings (classrooms, warehouses, libraries, fellowship halls, etc.) will receive mail, there is no need for separate mailing addresses. However, we still need to distinguish these buildings from the main office building for permit history and emergency service purposes. In order to do this, all buildings (with the exception of accessory buildings such as carports, garages, etc.) will be given Building Number designations (along with a BD/ to indicate it is a "Building") with the main address as the primary address (i.e. 9999 North First Street BD/01, 9999 North First Street BD/02, etc.). These buildings will be known as Building 1, Building 2, etc., on the address plan and on the mandatory on-site address directory, and shall be posted as Building 1, Building 2, etc. The slash (/)

is necessary when the buildings are put in HTE in order to identify these addresses as “non-mailing” addresses. When mass mailings are done, addresses that have a + or / in the apartment field do not come up.

- c. If a second mailing address is required (or requested by the applicant) for the site (for example, for a caretaker’s residence), a second address may be assigned, but shall only be used for that building (i.e., it shall not be used as the base address for any of the other non-mailing address buildings). This address shall be posted and included on the address directory.