



**UNIT ADDRESSING
STANDARDS AND
GUIDELINES**

**Handout
204**

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City of Peoria Unit Addressing Standards and Guidelines

This document provides guidelines and standards for assigning addresses to apartment, condo, business suite, and other substructure units or partitions of primary street addresses in the City of Peoria. The intended audience is building permit applicants and city addressing specialists. Building permit applicants are now required to include unit numbering assignments with their application drawings.

The ultimate goal is to provide addressing that enables efficient, rapid, and reliable location of any site by its assigned address. Also, addressing must be organized and formatted to be compatible with the various agencies that will use them. Some of the entities with interests in an effective addressing system are fire and police departments, other city operations, the U. S. Postal Service, and the public at large. Generally speaking, public safety concerns will be given priority. The postal service and public safety automated address handling systems and databases are the source for some of the restrictions in these guidelines. Addresses must also be compatible with the city mapping database and other city data systems. Except for a few strict standards, many of the guidelines that follow may be relaxed when unusual circumstances dictate. Please contact the GIS Address Coordinator at Information Technology if additional assistance is needed.

Unit number format

The term “unit” is used here generically to include all substructure partitions such as suites, condos, and apartments.

- The first digit of any unit number must always be the floor number.
- The total number of digits in a unit number will be constant for all unit numbers throughout a site, with zero fill as needed, and must be sufficient to handle all existing and potential future units.
- Letters, dashes, or other special characters are not allowed.
- Separate building numbers are not included in unit addressing. Special circumstances might require the incorporation of building numbers into an address. Please contact the GIS Address Coordinator for policies and approval.
- No fractional numbers or appended suffix numbers may be used. Assign unit numbers in a manner that will insure future changes do not require fractional numbers.
- Acceptable unit numbering format:
 - 99 units or less, single story: 1 – 99
 - 99 units or less, multi story: 101 – 199, 201 – 299, 301 – 399....
 - More than 99 units single story: 1001 – 1999
 - More than 99 units multi story: 1001 – 1999, 2001 – 2999, 3001 - 3999

Unit number assignments

- Unit numbers should be sequenced and patterned in a logical, systematic, and intuitively clear way.
- Increment and assign unit numbers in one single, continuous sweep for the entire site. This includes multiple building sites and means that each unit number will be unique on the whole site.
- Depending on the situation, unit address sequencing may be based on one of these principals.
 1. Sequence unit numbers in a counter-clockwise direction. Use a single overall circular sweep starting from right side of the site entryway as you

enter and systematically increment numbers throughout all buildings on the site so as to end at the left side of the entryway. Avoid oscillating back and forth across the site.

2. If a counter-clockwise sweep does not work well, consider a linear sweep starting from the main entry.
 3. Increment unit numbers based on compass direction. Increase numbers going from south to north or from east to west.
- Even-odd numbering: this may apply to units that have their access on both sides of an interior building hallway, or to units closely related to and accessed from a street. Even-odd addresses will be incremented in order and one pass along the street, hall, or other access way, in such a manner that one side of the street is assigned even numbers and the other is assigned odd numbers. Standard even-odd street addressing requires even numbers be on the north or west side of a street and odd numbers be on the south or east side.
 - Keep in mind that easy and successful location of units in a complex site will depend on good signage. Order and group unit numbers such that anticipated signage at major entry and access transition points within a site can be most easily and intuitively understood.
 - For most office and commercial units, and for other sites with a possibility of future additions or modifications to unit partitioning, assign unit addresses so as to leave space to reasonably accommodate potential changes. For example, three digits will handle a maximum of 100 units on a floor (101 through 199). If there is a potential for more than 100 units, now or in the future, use a unit address format with more digits. A tentative guideline is to allow for at least one unit number for every 20' of building frontage. In some cases, incrementing assigned unit numbers by five or ten will suffice to handle potential future changes.

Addressing scenarios

- Apartments, condos, and other closely associated building complexes with a single entryway:
 - Try to assign unit numbers in a counter-clockwise sweep as described above. Assign unique unit addressing in a single orderly sequence throughout the whole site regardless of whether or not the buildings have different primary street addresses.
- Town homes:
 - Normally an individual primary street address will be assigned to each town home unit. This includes cases where there are named internal private streets.
 - If street addresses will not work for all units, then the site may be assigned a single street address and a unit number given to each town home in the standard way.
- Mobile homes:
 - For mobile home parks, assign one primary street address on the main entrance. Each mobile home gets a numerical designation (e.g. space or lot number). Assign spaces consecutively counter-clockwise starting at the right of the main entry. Use even-odd numbering on internal streets where applicable.
 - For mobile home subdivisions, assign an individual primary street address to each home.
- Smaller, less centralized, and more loosely associated building complexes:
 - These may use directional ordering (S to N or E to W) or starting from an

entryway as a basis for sequencing the unit assignments in a building or groups of buildings.

- Buildings with internal access to units:
 - Even-odd numbering will be used for units on both sides of a hallway.
 - More open or complex configurations may use a counter-clockwise sweep from the entrance or other relevant adaptation.
- Multi-floor buildings:
 - Use the same number assignment pattern for all floors where possible.

Assigning primary street addresses and building numbers on sites with multiple buildings

The assignment of building street addresses is not within the scope of this document. However, because building number assignments can in some cases affect unit addressing, here are some guidelines that may be useful in determining whether buildings will be assigned separate street addresses or building numbers on one street address.

- Particularly for business condos and other commercial sites, a separate primary address for each building is preferred. However, closely grouped buildings may be given a single primary address where ambiguities or other issues of street access make this compelling.
- A major exception is residential apartment complexes, particularly those with a single major entryway. These will be given one primary address for the site and building numbers for the buildings.
- Building number sequencing and unit number sequencing should follow the same pattern and order.
- Normally there will be no more than one primary address assigned to an individual building. But under special circumstances, separate primary addresses for major tenants in the same structure may be used.

Building permit submittals

Submitted site plans should label each building on the site with the range of unit numbers it includes. If the permittee has identified specific building numbers for structures on the plans, these should also be indicated and referenced, however the unit addressing plan will not incorporate these (except under special circumstances, see above “unit number format”) as part of the unit addressing qualifier. The individual units with unit number assignments will also be drawn and labeled, either on separate floor plans, or on the architectural site plan if the drawing scale is not too limiting. Alternatively, separate plans for addressing may be submitted as long as unit address assignment is clear for each unit in each building and throughout the site. CAD site plan file submittals are appreciated.