



FREQUENTLY ASKED QUESTIONS ABOUT ADDRESSING PROPERTIES

QUESTION: Who is responsible for assigning addresses?

ANSWER: The City of Beaverton has the responsibility for assigning addresses (as authorized by the City's Municipal Code Section 9.02.020). Address assignments are issued by the Building Services Division.

QUESTION: What is the purpose for the City assigning addresses?

ANSWER: The primary purpose for assigning addresses is for emergency services (Police, Fire and Ambulance) to quickly and efficiently locate a property.

QUESTION: What is the process for getting an address?

ANSWER: When a new subdivision plat or land partition is recorded with Washington County (when each lot becomes a legal piece of property), the City obtains a copy of the recorded document and uses the plat to assign each lot an address. When building permit applications are submitted for a new building (or group of buildings), the City uses the plans submitted to assign each building an address. The property owner is mailed a letter informing them of the address(es) assigned to the lots(s)/building(s). A copy of the letter is also sent to all emergency services as well as a large list of parties interested in new addresses. This includes utilities (gas, power, cable, telephone, etc.). New addresses are entered into these various databases so they will be recognized when services are requested.

QUESTION: Are there standards for addressing?

ANSWER: Yes. New one and two-family dwellings are assigned an individual house number for each dwelling. New apartment, commercial, business, industrial, etc., buildings are assigned an individual house number for each building; however, if the building has multiple tenants (such as apartment or lease space buildings), each tenant space is assigned a suite number with 100 series for first floor tenants, 200 series for second floor, 300 series for third floor, etc.

Buildings on the north and west side of a street are assigned odd house numbers, buildings on the south and east side of a street are assigned even house numbers. The numbers increase in the southerly and westerly direction. Suite numbers are not required to follow the odd/even standard.

A detailed policy on the method of assigning addresses is available on request.

QUESTION: I have an existing building that does not follow the previously mentioned addressing standards. It uses an alphabetic letter to identify the suites or it has individual house numbers for each suite. Do I have to change my address to match the standards for new buildings?

ANSWER: No, changes to existing addresses are only made where the house number is out of sequence with the odd/even numbering for the side of the street it is located, out of sequence with the numbering increasing in a southerly or westerly direction, or circumstances exist that would delay emergency services from quickly locating the property.

QUESTION: Who assigns the suite numbers?

ANSWER: The City assigns suites numbers. This happens in one of two ways. If a building has multiple tenant spaces and a plans showing the layout of those spaces is provided, each space is assigned an actual suite number. If the building does not have a defined unit/tenant space layout, the City assigns the house number and informs that owner to use the suite number sequencing described above with each building permit application for the new space.

QUESTION: How are addresses for new suites/units assigned within a series of suite/units already addressed?

ANSWER: The configuraiton of the existing suite/unit numbers is reviewed and a new number in between the two adjacent suites/units is assigned (example: if a new space is to be located between existing suites 100 and 110, the new space would be assigned a suite number in between those two numbers, such as suite 105).

QUESTION: I want to change my address, what is the procedure?

ANSWER: Addresses are only changed if there is a need for public safety (i.e., to correct a number that is out of sequence, because a street access has changed, etc.). Continuity of address databases used by emergency services is important to minimize response time. Changing addresses not related to emergency services needs could compromise that continuity.

QUESTION: What are the requirements for posting my address?

ANSWER: Address numbers on new one- and two-family dwellings shall be no less than four inches in height. Numbers displayed on all other new commercial, apartment and industrial buildings shall be no less than six inches in height. Numbers shall be in wide stroke block numerical form on a contrasting color to the background. Addresses need to be arranged in a horizontal, or near horizontal, configuration. The arrangement shall not exceed 45 degrees from horizontal. In some cases, larger address numbers may be required due to distance from the street or vehicular access way (this is normally a parking lot or access where emergency vehicles would travel). Numbers shall be in wide stroke block numerical form.