



ADDRESS CERTIFICATES

Under the City of Chicago Municipal Code, every building (regardless of zoning) within City Limits must have an official address (also known as House Number Certificate) as assigned by the Department of Transportation. No other entity issues official addresses within the City of Chicago. Numbers are assigned based upon frontage on or access to a street and are determined by the locations of doorways or driveways as reconciled against the City's historical 80-Acre Maps. The Maps dictate the number that adheres to Chicago's street grid and numbering system, thereby ensuring consistent numbering Citywide. House numbers are not chosen by building owners or developers, and vanity addresses are not issued.

Obtaining an official house number is critical to any project, and the House Number Certificate should be obtained prior to any application for new construction, addition, or renovation. The house number information is conveyed to the City's Emergency Services, the United States Post Office, and other City Departments. Use of an unofficial address can create significant problems. Buildings must be properly numbered. Owners can be cited for non-compliance.

In order to obtain a House Number Certificate, please submit the following documents in clear, legible, and scaled PDF format to: CDOHouseNumbers@cityofchicago.org Do not remit payment of any type. Upon completion of review you will be invoiced. After payment is received certificates will be emailed requester. Please include:

- 1) Site plan PDF showing the dimension from the center of each doorway to an adjacent property line. Each doorway's use must be labeled and boundary lines matching the Plat of Survey.
- 2) Plat of Survey PDF of the property including a Legal Description of Land. The survey must be signed and sealed by licensed surveyor and dated within the last six months.
- 3) In your email with PDF's attached; Full client and expeditor (if applicable) contact information. Please include particulars about the project (What is going on, new construction rehab etc... - the building; single family, multifamily how many units, mixed use, retail, commercial....) and a current billing address.
- 4) Additional information may be required upon request.

Alternatively, these materials may be dropped off at our office at 2 N. LaSalle 9th Floor. Drop-off must be scheduled by calling 312-744-4996. Please submit any hardcopy documents packaged together, folded flat. Rolled-up documents will not be accepted.

Notes:

Certificates will be issued only after full review of the survey, site plan, and underlying subdivisions. A fee of \$50 per address must be paid prior to certificate issuance. House Numbers will not be issued in cases where a subdivision is required or a Planned Development awaits approval. Requests are typically fulfilled within 7-10 business days, and this office will email or call applicants with any questions about submittals.