SACRAMENTO MUNICIPAL UTILITY DISTRICT
Addressing Guidelines for Multi-Unit Buildings

An efficient method of addressing new buildings in the Sacramento area has been mutually agreed on by Fire, Police, Postal Service, Public Works, and utility companies. The advent of automated mail processing and computer controlled emergency services (911 System) has made it critical that proper addressing be emphasized. This is a guide for developers, managers and owners to use when addressing a new project.

Multiple buildings in same complex:

- <u>One street address for entire complex</u>

  Each unit has a separate unique **numeric** address – no duplicates.

  Example: 1000 Main St   Units 1 – 96

  Note: This is the method preferred by the Sacramento County Sheriff's Department.

  <center>or</center>

- <u>A separate street address for each building in complex</u>

  Each unit has a separate unique **numeric** address – no duplicates within the complex.

  Example: 1000 Main St   Units 1 – 16
  1002 Main St   Units 17 – 32
  1004 Main St   Units 33 – 48, etc.

  (Note: Unit numbers increase as street numbers increase.)
  <center>or</center>

  Unit numbering repeats, but is not duplicated within each street address.
  (Least Preferred)

  Example: 1000 Main St   Units 1 – 16
  1002 Main St   Units 1 – 16
  1004 Main St   Units 1 – 16, etc.

For two-story buildings, use odd numbers downstairs, and even numbers upstairs.

For multi-story buildings, use sequential numbering for each floor.

Example:	1st floor	100 – 199
	2nd floor	200 – 299
	3rd floor	300 – 399, etc.

SMUD
SACRAMENTO MUNICIPAL UTILITY DISTRICT
The Power To Do More.®

DO NOT DO THIS:

- <u>One street address for entire complex with</u>

    – Buildings numbered or lettered

    – Unit numbers or letters duplicated

    Example: 1000 Main St Bldg A or 1   Units 1 – 16
                                                          Bldg B or 2   Units 1 – 16
                                                          Bldg C or 3   Units 1 – 16

    (1000 Main St #A1 – A16)

    1000 Main St Bldg 1 or A   Units A – H
                                                          Bldg 2 or B   Units A – H
                                                          Bldg 3 or C   Units A – H

    (1000 Main St #1-A – 1-H)

- <u>A separate street address for each building in complex</u>

    – Units lettered rather than numbered

    Example: 1000 Main St   A – H
                                                          1002 Main St   A – H
                                                          1004 Main St   A – H

Alpha's are not acceptable (i.e.: A, B, C, D, etc).

Hyphens are not acceptable (i.e.: 1-3, 1-A).

Alpha-numeric combinations are not acceptable.

Do not duplicate.

Your cooperation in adopting the preferred addressing methods is appreciated.

Prior to final internal addressing, all builders or their architects should contact:

Address Management Systems
United States Postal Service
3775 Industrial Blvd
West Sacramento CA 95799-0043

Phone: (916) 373-8055

SMUD
SACRAMENTO MUNICIPAL UTILITY DISTRICT
The Power To Do More.®