



Department of Public Works

Larry D. Nelson, P.E., City Engineer

Engineering Division main office

210 Martin Luther King, Jr. Boulevard, Room 115
 Madison, Wisconsin 53703
 PH 608 266 4751
 FAX 608 264 9275
 TTY/Textnet 866 704 2315

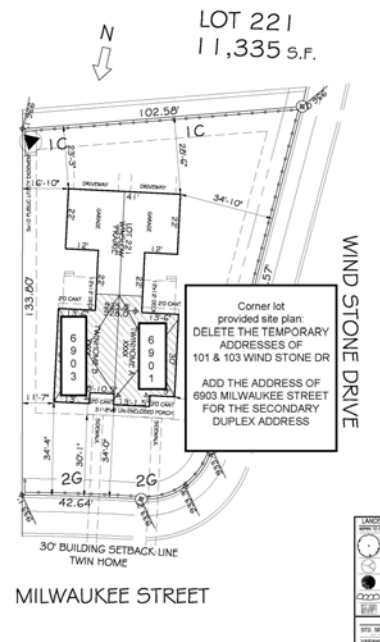
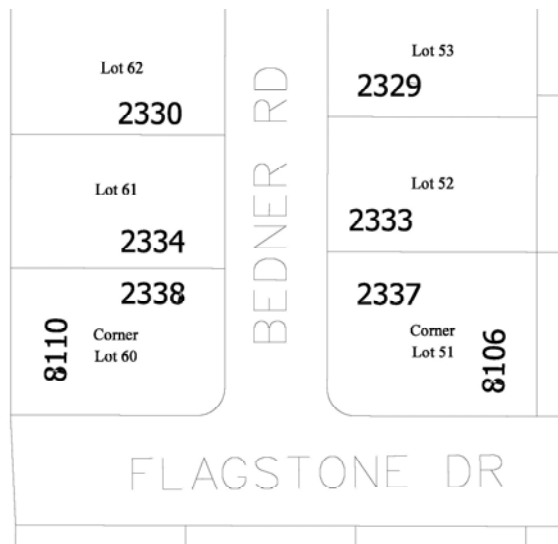
Engineering Division service building

1602 Emil St
 Madison, WI 53713-2362
 FAX 608-264-9273

ADDRESS NUMBERING GUIDELINES

All addresses need to be approved by the City Engineer per Madison General Ordinance 10.34 (neither the USPS nor the Fire Department has jurisdiction to assign address numbers). This includes auxiliary or secondary unit numbers, suite numbers, apartment numbers, hotel room numbers etc. Providing a PDF of the individual floor plans with your site plan will allow us to determine the final official addresses. Address floor plan PDF's submitted for review and approval should be sent to Engineering Program Specialist, Lori Zenchenko, 1602 Emil St, Madison, WI 53713; Lzenchenko@cityofmadison.com; Fax 608-264-9273

Each new platted lot has a separate street address. Corner lots have temporary addresses assigned from each street upon which they have frontage. When a building site plan is submitted to Engineering for review, the official parcel or building address is assigned and the other temporary addresses are deleted. Duplex and other multi tenant or multi use buildings require a floor plan so that additional addresses can be assigned.



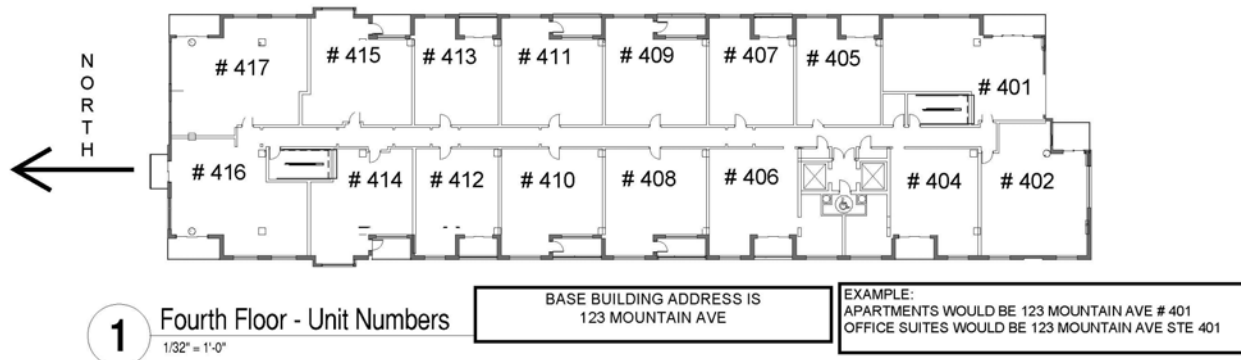
Each stand-alone building must have a separate street address.

No alpha characters or fractions or hyphenations are allowed for a building number or any interior unit, suite, tenant, apartment number.

Tenant addresses (individual street address versus a building with unit or suite number addresses) are determined by location and style of entrance. If there is a grand common entryway and hallway access to the tenant spaces, then the tenants need to use a unit or suite number. If the individual tenants primary entrance is accessible from the street, then each tenant may have a separate street address.



If the building has more than one story, then tenant unit addresses will use a three digit or a four digit unit number, depending on what floor you are on. The first digit of each unit number will indicate on which floor of the building each unit is located (i.e., #101 first floor, #201 second floor, etc.). The first two digits of each unit on the 10th floor on up will indicate on which floor of the building each unit is located (i.e., # 1001 tenth floor etc.). Unit numbers usually start at a given corner (southerly), then ascend as you walk down the hallway, odd numbers on the south or east side, even numbers on the opposite north or west side. Numbers may need to be skipped depending on the location of the entry door into the unit to keep the numbers flowing in an ascending pattern (notice # 403 has been skipped in the example below). Units or suites located below grade will use a one or two digit numbering system.



Please be aware that tenant build outs or entrance relocations or other changes may require address changes to other existing tenant spaces or adjacent parcels. A raze and reconstruction may also require an address change to your parcel and possibly to the surrounding parcels.