



HOUSE NUMBER CERTIFICATES

Under the City of Chicago Municipal Code, each building within City Limits must have an official house number as assigned by the Department of Transportation. "House numbers" include all street address numbers assigned to any building of any use, be it industrial, commercial, residential, or any other. No other entity issues official house numbers in 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 80-Acre 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 unofficial addresses can create significant problems, and buildings must be properly numbered, or owners can be cited for non-compliance.

In order to obtain a House Number Certificate, please submit neatly folded hard copies of the following documents to the front desk at CDOT Maps and Plats, 30 N. LaSalle Street, 5th Floor. Rolled-up documents will not be accepted. Do not remit payment of any type. Upon completion of review you will be invoiced.

- 1) Site plan showing the dimension from the center of each doorway to an adjacent property line. Each doorway's use must be labeled.
- 2) Survey of the property including a Legal Description of Land. The survey must be signed and sealed by licensed surveyor within the last six months.
- 3) Full client and expeditor (if applicable) contact information. Please include a current billing address.
- 4) Additional information may be required upon request. Issuance of House Number Certificates are subject to CDOT review and approval of the site plan upon request. You will be contacted if any further materials, exhibits, or documentation will be required.

Alternatively, email all required documentation individually in clear, legible, and scaled PDF format to: CDOHouseNumbers@cityofchicago.org. Certificates may be emailed to you after payment is received.

Certificates will be issued only after full review & approval of the survey, site plan, and underlying subdivisions. A fee of \$50 per address will be invoiced upon approval and 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 three business days, and this office will call applicants with any questions about submittals.