

CDOT ADDRESS CERTIFICATE

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 through the Inspection, Permitting & Licensing Portal - <https://ipi.cityofchicago.org/Profile> - 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 a licensed surveyor and dated within the last six months.
- 3) Thought the submission; 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.

A payment of \$50 for the first address is required at this time and (if assigned) an additional 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 up to 10 business days, and you will be notified via email with any questions about submittal or when additional payment is needed or completed.

Instructions on how to submit for a "CDOT Address Certificate" can be found here: https://ipi.cityofchicago.org/Resources/Information/CDOT/CDOT_Address_Certificate.pdf

If you do not have an account set up here are the instructions to do so:

<https://ipi.cityofchicago.org/Resources/Information/CreateAccount.pdf>

For other Addressing questions email: CDOTHouseNumbers@cityofchicago.org