



City of Carmel-by-the-Sea  
Building Safety Division  
Standard Operating Guidance (SOG)

## 19- 05 Unit Designators: Multi-tenant Buildings

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### Background

While the City of Carmel-by-the-Sea does not issue street addresses, when a building houses multiple tenants in divided spaces the use of unit designators is often necessary to expedite emergency response, enable utility billing, and assist the public in finding businesses. In an effort to build consistency in “addressing” throughout the City, this SOG provides guidance on assigning unit designators in multi-tenant buildings.

### Citations

Carmel Municipal Code Title 15.55.100 (16)

2019 CA Fire Code Section 505.1

2019 CA Building Code Section 502.1

2019 CA Building Code Section 402.3

### Definitions

*“Covered mall building”*. A single building enclosing a number of tenants and occupants, such as retail stores, drinking and dining establishments, entertainment and amusement facilities, passenger transportation terminals, offices and other similar uses wherein two or more tenants have a main entrance into one or more malls.

*“Mall”*. A roofed or covered common pedestrian area within a covered mall building that serves as access for two or more tenants and not to exceed three levels that are open to each other. The term Mall shall include open malls as defined herein.

*“Mixed-use building”*. A building containing a variety of uses including both commercial and residential spaces.

*“Multi-tenant building”*. A building under single ownership and housing multiple tenants in separate spaces such as apartments, open and covered malls, office buildings, etc. Hotels, motels, and similar transient accommodations where all guest rooms and tenant spaces are under the control of and operated by the hotel/motel owner (i.e. a lobby gift shop/convenience store operated by the hotel) are not considered multi-tenant buildings. Where such buildings contain separate lease spaces for businesses, those spaces shall be assigned designators as described in this SOG.

*“Open Mall”*. An unroofed common pedestrian way serving a number of tenants not exceeding three levels. Circulation at levels above grade shall be permitted to include open exterior balconies leading to exits discharging at grade.

*“Open Mall Building”*. Several structures housing a number of tenants, such as retail stores, drinking and dining establishments, entertainment and amusement facilities, offices, and other similar uses, wherein two or more tenants have a main entrance into one or more open malls. Anchor buildings are not considered as a part of the open mall building.

## **Guidance**

Unit designators are intended to specifically identify the location of a separate tenant space within a multi-tenant building as follows:

Multi-family dwelling units (apartments, condominiums) shall be designated using alphabetic characters (i.e. A, B, C...). When the building contains multiple floors, the floor number shall precede the alphabetic unit designator (i.e. 1-A, 2-B, etc.)

For non-residential, multi-tenant buildings, individual tenant spaces shall be assigned numeric identification (i.e. 1,2,3, etc.) When the building contains multiple floors, the floor number shall precede the numeric unit designator and shall be separated by the number "0" (i.e. first floor units: 10x; second floor units: 20x).

*Example:* The first unit on the first floor of a three story office building would be assigned Unit/Suite number 101. The third unit on the second floor would be assigned number 203.

Unit designators shall be unique to a particular unit within a building. Where a tenant space expands to occupy an adjacent space, the building owner shall assign a unit number to the newly created space consistent with the buildings numbering system. Where two spaces are combined to create a single unit, it is recommended that the unit designator for the larger of the units, before being combined, be used as the new unit's designator.

*Example:* A second floor condominium unit is expanded to annex an adjacent unit. One unit, designated as 2A is 1000 square feet, the second unit designated 2C is 600 square feet. When combined, the new unit would be designated as 2A and the designator 2C would be abandoned or reserved for future use.

For mixed-use buildings, unit designators shall follow the model described above.

*Example:* A two-story mixed-use building contains a combination of residential apartments and commercial uses on floor 1 and residential apartments on the second floor. The commercial spaces on the first floor would be assigned unit designators 101, 102, 103, etc. The residential units on the first floor would be designated as 1A, 1B, etc. The residential units on the second floor would be designated 2A, 2B, etc.