

General Addressing Information

For Addresses in the City of San Antonio

- The City of San Antonio assigns addresses within city limits. A service address must be assigned prior to the installation of an electric or gas service. An Address Verification Letter may be required if service address is not verifiable. This letter is supplied by the City of San Antonio.
- For an assignment of a new address or for an Address Verification Letter, you can submit the form by clicking on the following link: <https://docsonline.sanantonio.gov/FileUploads/dsd/RequestforAddress.pdf> and submitting to the City of San Antonio's Development Services Addressing Team, either in person at 1901 South Alamo or via email at dsd.addressing@sanantonio.gov. For further information, please contact their Land Entitlements Addressing Team at (210) 207-1111

Outside of City Limits in Bexar County

- CPS Energy assigns addresses outside of City Limits, in Bexar County
 - **Important:** If the address is outside of city limits one of the following documents are required to assign your address:
 - Property survey **OR** Plat with legal description
 - **EXTRATERRITORIAL JURISDICTION (ETJ) APPROVAL/ CERTIFICATE OF DETERMINATION:** If you are outside San Antonio city limits, you may still be within San Antonio's ETJ. It is suggested that you contact the Development Services Department of the City of San Antonio prior to obtaining any other releases for electrical service. Please contact the City of San Antonio at the Business and Development Services building, 1901 S. Alamo St., (210) 207-1111.

Incorporated Cities That Assign Their Own Addresses

Important: For addresses in an incorporated city, an address verification letter may be required if service address is not found in our system. This letter is supplied by the incorporated city. See list of incorporated cities and contact information.

CITY	EMAIL/WEBSITE	PHONE #	ADDRESS
Alamo Heights	nshealey@alamoheightstx.gov	210-826-0516	6116 Broadway San Antonio TX 78209
Balcones Heights	bhtx.gov/departments/city-secretary	210-735-9148	3300 Hillcrest Dr. Balcones Heights, TX 78201
Castle Hills	cs@castlehills-tx.gov	210-293-9675	209 Lemonwood Castle Hills, TX 78213
Hill Country Village	www.hcv.org	210-494-3671	116 Aspen Ln San Antonio, TX 78232
Hollywood Park	jalamia@hollywoodpark-tx.gov	210-494-2023	2 Mecca Dr. Hollywood Park, TX 78232
Leon Valley	s.pass@leonvalleytexas.gov	210-684-1391	6400 El Verde Rd. Leon Valley, TX 78238
Olmos Park	citysecretary@olmospark.org	210-824-3281	120 W El Prado San Antonio, TX 78212
Terrell Hills	www.terrell-hills.com/contact-us	210-824-7401	5100 N New Braunfels Ave San Antonio, TX 78209
Windcrest	rdominguez@windcrest-tx.gov	210-655-0022	8601 Midcrown Windcrest, TX 78239
Live Oak	dgoza@liveoaktx.net	210-653-9140	8001 Shin Oak Dr. Live Oak, TX 78233
Schertz	customercare@schertz.com	210-619-1750	1400 Schertz Pkwy Schertz, TX 78154
Universal City (Commercial)	ACM@UCTX.Gov	210-659-0333	2150 Universal City Blvd Universal City, TX 78148
Atascosa County	911arap@atascosacounty.texas.gov	830-769-2748	711 Broadway Jourdanon, TX 78026
Medina County	medinacoordinator@gmail.com	830-741-8997	1613 Ave K Ste. 101 Hondo, TX 78861