



**INSTRUCTIONS**

Use this form to request the assignment of an address to your project. For information on the addressing process, see page 2. Note that addresses will only be assigned when new development or alteration work is proposed. Also, a valid approved address must be generated prior to submittal of any permit applications or construction design plans. **If no new construction or alteration is proposed, a change of address will ONLY be granted for one of the following reasons:**

- The existing entrance on a corner lot is on a different street.
- You have documentation that demonstrates difficulty in receiving mail or emergency services.

**HOW TO SUBMIT:** Submit this completed application, site plan, and floor plan (for multiple suite structures), via email to: [Addressingrequests@riversideca.gov](mailto:Addressingrequests@riversideca.gov), and cc: both [acarothers@riversideca.gov](mailto:acarothers@riversideca.gov) and [skim@riversideca.gov](mailto:skim@riversideca.gov). Please include the assessor's parcel number (APN) and/or existing structure address in the email subject line. (example: APN 126-592-026\_1562 5th st - address request)

**WHAT TO SUBMIT:** Provide a complete request including the following:

- 1) This APPLICATION FORM, completed and signed.
- 2) SITE PLAN - Draw to legible scale, show property lines, building outline, and primary building entrance.
- 3) Provide copies of any in progress or finalized parcel maps, tract maps, lot line adjustments, or parcel mergers, etc.
- 4) **(if the structure has multiple suites or units)** Provide complete structure FLOOR PLAN layouts with unit designations, for each floor. Other documents as may be required by your project scope.

CURRENT PROPERTY ADDRESS if any:

ASSESSOR'S PARCEL NUMBER:	TRACT/PARCEL #:	LOT #:
PLANNING CASE # (if provided):		

APPLICANT NAME:

APPLICANT IS **CHECK ONE:** PROPERTY OWNER    ARCHITECT    ENGINEER    CONTRACTOR    DEVELOPER    DESIGNER

FIRM NAME if any:

PHONE:	EMAIL:
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REASON FOR ADDRESS REQUEST **CHECK ONE:**

- |                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Constructing new building(s) on a parcel<br><input type="checkbox"/> Replacing a building same location and footprint<br><input type="checkbox"/> Replacing a building relocated or different footprint<br><input type="checkbox"/> Address request for meter pedestal or additional utility meters to your building. | <input type="checkbox"/> Divide or combine suites in a multi-tenant building<br><input type="checkbox"/> My corner lot bldg. entrance is on a different street<br><input type="checkbox"/> I'm having difficulty receiving mail or emergency services |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

BRIEFLY DESCRIBE YOUR REQUEST:

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**PROPERTY OWNER OR AUTHORIZED LEGAL REPRESENTATIVE MUST COMPLETE THIS SECTION**

PROPERTY OWNER NAME:

FIRM NAME if any:

MAILING ADDRESS:

PHONE:

EMAIL:

SIGNATURE

DATE [MM/DD/YYYY]

**PROCESS AND REQUIREMENTS FOR REQUESTING A NEW ADDRESS**

**NEW CONSTRUCTION/DEVELOPMENTS:** When construction of any new development is proposed, an addressing process is required to establish new addresses. New addresses are assigned consistent with the existing addresses and the city-wide numbering grid.

Applicants must submit an Address Assignment Request for any development of vacant property before our permitting system will accept the submittal of a permit application and construction drawings. Sites with existing buildings, applicants can submit the request during the building plan review process.

Once addresses and suite numbers are assigned, city staff will prepare and distribute official addressing notification to the appropriate agencies including the US Post Office, Riverside County Assessor, utility companies, emergency response services, and other city departments.

Failure to apply for the Address Assignment application may delay the issuance of a building permit, and will prohibit the release of utility services and postal service.

**CHANGING EXISTING ADDRESSES:** Existing address numbers will be changed only if one of the following reasons applies:

- There is an entry change on a corner lot where building permits are issued for a remodel.
- You have documentation that demonstrates difficulty in receiving mail or emergency services.

**ADDRESSING LIMITATIONS.** There are limitations to how addresses can be assigned. These include:

- **Multi-tenant buildings.** Multi-tenant buildings will have one street address with suite numbers for tenant spaces, and one address or unit designation is assigned per tenant space.
- **Vacant lots.** Addresses are not assigned to empty lots or vacant land until plans for development will be submitted.
- **Work must be proposed.** Addresses will only be assigned when new development or alteration work is proposed.
- **No alpha letters or hyphenation.** The City ceased allowing alpha designations or hyphenations as part of the address. Examples of such addresses: 12A Elm Street; 27-B Main Street; or 100 Central Avenue, Unit A.

**CONTACT:** Building and Safety Counter 951-826-5800