



ADDRESS REQUEST FORM REQUIREMENTS

Please read the following instructions for address requests. Address requests are submitted via SimpliCITY online Building applications using a completed "Address Request Form (Section A)" and specific plan sheets for reference.

NOTE: Most projects will require Planning Entitlement (Conditions of Approval) and/or Final Map approvals before requesting addressing.

Helpful information for the SimpliCITY application for "address requests":

- 1) Review SimpliCITY Help guide https://moval.org/city_hall/forms/building-safety/SimpliCITY-Help.pdf for registration and online applications. If you already have an account, you do not need to register again.
- 2) Project Name example: "NEW ADDRESS REQUEST – [business/project name] – [PEN# ___]"
- 3) Project Description example: "NEW ADDRESS REQUEST - [business/project name] - [describe complete scope of construction work] approved under [PEN#- ___]"
- 4) Type: Select "All Other Permits"
- 5) Address: Type "0" (zero) for the Street #, then SEARCH, then select "0 Unassigned"
- 6) Valuation: Enter the number 0 (as this is not a construction permit – field cannot be left blank)
- 7) Attachments must include:
 - a. Completed Address Request Form Section A Completed
 - b. Plan sheets: Title/Cover Sheet, Site Plan and Floor Plan
- 8) Use the Building Application (BAP) # to track the progress via SimpliCITY under your MY RECORDS section. Applications are processed in the order received.

COMMERCIAL PROJECTS

One (1) Commercial Address – If it is a suite in an existing building – see Multiple Commercial Address section)

- PDF of Site map of the entire parcel of land to be developed which shows the location of the driveway and building footprint along with surrounding areas and closest major cross streets and location of main entrance (i.e.; main office/lobby).

Multiple Commercial Addresses (shopping centers, industrial parks, office buildings, etc.)

- PDF of Site map of the entire parcel of land to be developed with lot lines, approved street names, building footprints, units, and/or suite layout, major cross streets and a vicinity map. Please include maximum number of unit/suite splits possible (even if it is not intended to be split that way upon submittal) to allow enough numbering room for additional units/suites.

RESIDENTIAL PROJECTS

One (1) Single Family Dwelling (SFD)

- PDF of Site map of the entire parcel of land to be developed which shows the location of the driveway and building footprint along with surrounding areas and closest major cross streets and front entrance.

Tract Homes (SFD, Townhomes, Condominiums, ADUs, Multiple Addresses)

- PDF of Site map¹ of the entire parcel of land to be developed with lot lines approved street names (per final map) within the development, building and driveway location, major cross streets and a vicinity map. The map does not need to include the elevation contours, general slope lines or any type of grade references. For homes on corner lots show the location of main entry.

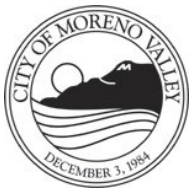
MISCELLANEOUS ADDRESSING PROJECTS

Temporary Power Poles (Construction Trailers, Sales Trailers & Construction Equipment)

- PDF of Site map of the entire parcel of land to be developed with lot lines, approved street names, location of trailer, location of meter boxes & poles (if applicable) and include the Approved TUP number under comments. Include major cross streets and a vicinity map.

Pedestal Meters (irrigation and light poles)

- PDF of Site map of the entire parcel of land to which the pedestal is/will be located with lot lines, location of meter box, approved street name, closest major cross streets and a vicinity map.



City of Moreno Valley • Building & Safety Division

Address Request Form

Section A: REQUIRED INFORMATION

Date Submitted: _____ Planning Entitlement Record: **PEN** - _____

PROJECT INFORMATION

Project Name: _____ * Tract #: _____ * Lot#(s): _____

* Developer Name: _____ Cross Street(s): _____

Assessor's Parcel Number(s): _____ Site Zip Code: _____

CONTACT INFORMATION

Contact Name: _____ Phone: _____

* Contact Company: _____

Contact Email: _____

PROPERTY OWNER INFORMATION

Owner Name: _____ Phone: _____

Owner Address: _____

City: _____ State: _____ Zip Code _____

Owner Email: _____

*As applicable for your project

Section B: FOR CITY USE ONLY

Assigned #: **BAP** - _____ Date Received: _____ Name of Addresser: _____

Type of Project: _____

Date Completed: _____ Approved Letter Sent on: _____

PROPOSED NEW ADDRESS: _____

NOTES: