



City of Banning

Community Development Department

Address & Street Application

INSTRUCTIONS

Use this form to request the assignment, verification, or change of an address for a property or project within the City of Banning. Addresses are generally assigned when new development, permitted improvements, additional units, utility services, or other qualifying work is proposed.

A valid approved address may be required before permit issuance, utility release, postal service, or occupancy.

If no new construction or alteration is proposed, a change of address will generally only be considered for one of the following reasons:

- There is a sequencing error or duplicate address.
- The primary entrance or primary access has changed.
- Public safety or emergency response would be improved.
- There is documentation of service delivery, mail delivery, or utility coordination issues.

HOW TO SUBMIT: Submit this completed application and all required documents through the City of Banning SmartGov online permitting portal. <https://ci-banning-ca.smartgovcommunity.com/Public/Home>. Select the Planning Divisions addressing application type and upload all required documents. Please include the Assessor's Parcel Number (APN), current property address, or project number, if applicable.

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, driveway/access location, street frontage, and closest cross streets.
- 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 #:

PLN/BLD CASE # (if provided):

APPLICANT NAME:

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

FIRM NAME if any:

PHONE:

EMAIL:

REASON FOR ADDRESS REQUEST CHECK ONE:

- ☐ Constructing new building(s) on a parcel
- ☐ New dwelling on an undeveloped lot
- ☐ New dwelling on an existing developed lot
- ☐ Accessory Dwelling Unit / Junior Accessory Dwelling Unit
- ☐ New commercial, industrial, or institutional building
- ☐ New residential tract or subdivision
- ☐ New suite/unit within an existing building

- ☐ Divide or combine suites/units in a multi-tenant building
- ☐ Address request for meter pedestal, temporary power, or additional utility meter
- ☐ Address verification only
- ☐ Change of existing address
- ☐ New street name or street name change
- ☐ Other:

MULTIPLE ADDRESS / UNIT / METER INFORMATION

- Will multiple addresses be requested? ☐ Yes ☐ No
If yes, how many? _____
- Will suites or units be assigned or revised? ☐ Yes ☐ No

If yes, how many? _____

- Will utility or meter locations be assigned? ☐ Yes ☐ No
If yes, how many? _____



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BRIEFLY DESCRIBE YOUR REQUEST:

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

CONSTRUCTION/DEVELOPMENTS: When construction of new development or permitted site improvements is proposed, an addressing process may be required to establish a valid address. New addresses are assigned consistent with the City of Banning addressing system, surrounding addresses, emergency response needs, utility coordination, and applicable City standards.

Applicants may be required to submit an Address Assignment Request before permit issuance, utility release, postal service, or occupancy. Sites with existing buildings may submit the request during the permit review process when addressing is needed for new units, suites, tenant spaces, utility meters, or other qualifying improvements.

Once addresses or suite numbers are assigned, City staff may prepare and distribute official addressing notification to applicable City departments and outside agencies, including USPS, Riverside County Assessor, utility providers, emergency response agencies, and other applicable departments.

Failure to apply for address assignment may delay permit issuance, inspections, utility release, postal service, or occupancy.

ADDRESSING VERIFICATION: Address verification may be requested to confirm that an existing address is officially recognized by the City. Verification may be needed for utility providers, lenders, title companies, permit records, or agency coordination.

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

- There is an entry change on a corner lot where building permits are issued for a remodel.
- There is a sequencing error or duplicate address.
- The primary entrance or primary access has changed.
- Public safety or emergency response would be improved.

- There is documentation of service delivery, mail delivery, or utility coordination issues.

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

- **Multi-tenant buildings.** Multi-tenant buildings generally have one street address with suite or unit numbers for individual tenant spaces, unless otherwise determined by the City.
- **Vacant lots.** Addresses are not assigned to empty lots or vacant land unless development or qualifying work is proposed.
- **Work must be proposed.** Addresses are generally assigned when new development, permitted improvements, additional units, utility services, or other qualifying work is proposed.
- **Temporary and TEMP addresses.** Temporary and TEMP addresses are not valid for postal delivery or occupancy.
- **Unpermitted structures.** Addresses are not assigned for unpermitted structures or unauthorized occupancy.

CITY REVIEW. Addressing requests may be reviewed by Planning, GIS/Addressing, Building & Safety, Fire, Public Works/Engineering, Banning Electric Utility, Utility Billing, and other applicable City departments or agencies. Standard processing time is approximately 5–10 business days after the City receives a complete submittal. Incomplete applications may be returned with a deficiency list.

CONTACT:

Planning Division 951-922-3125

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