



City of Hemet
Building Division

Information Bulletin #132

Addressing Procedure

City of Hemet
Building Division
445 E. Florida Ave.

Hemet, CA 92543

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www.hemetca.gov

This information Bulletin covers procedures for obtaining address assignments, changes, additions and omissions.

Requests shall be submitted by the property owner or authorized agent in writing. The assignment of the addresses depends on the status of the project and the request may not be acted upon until the project is submitted into plan check. The following is required:

1. Written Request: The written request shall be submitted to the Building Department on the attached form and shall include:
 - a. Assessor Parcel Number
 - b. Any addresses being used at the site currently.
 - c. Reason for request. Explain briefly.
 - d. Name, address and telephone number of person to contact.
2. Site Plan: The site plan shall be one page and shall include:
 - a. Existing buildings and their current addresses (include suite and unit numbers, if any).
 - b. Address of adjacent lots. (This must be included even if adjacent lot is on the other side of a cross street.)
 - c. Location of front doors or main entrances and dimension from major cross streets.
 - d. Location of driveways and dimensions from major cross streets.
 - e. All property lines.
 - f. North arrow.
 - g. Streets and nearest cross streets.
3. Additional Tract Information: Once the Architectural plans are submitted you can apply for addresses. You will need to submit a tract map with the homes plotted on the map with the approved street names as the map will be getting recorded. The tract map should have address grid lines located at 300' north and south from the centerline of the closes major street.
4. Notification: The building department will review the request and determine if the request meets addressing requirements. Notification of the results will be sent by mail along with notification to any applicable agencies.
5. Fees: The fee applicable is the fee adopted in the currently adopted fee schedule. Please visit our website at www.hemetca.gov .

***Please refer to "195 Addressing Regulations" for information of minimum requirements for displaying the assigned address(es).



Request for Address/Address Change

Assessor Parcel Number (APN#): _____

Any addresses assigned to site or property (please also show on plot plan):

Reason for Request (Briefly Explain): _____

I have attached a site plan for the above listed property/site, which includes the following:

1. Existing buildings and their current addresses (include suite and unit numbers, if any).
2. Address of adjacent lots. (This must be included even if adjacent lot is on the other side of a cross street.)
3. Location of front door(s) or main entrance(s) and dimension from major cross streets.
4. Location of driveways and dimensions from major cross streets.
5. All property lines.
6. North arrow.
7. Streets and nearest cross streets.

I certify that I am the property owner or authorized agent for the above listed site.

Contact Information:

Name

Address

Phone