

## City of San Juan Capistrano

Development Services Department  
32400 Paseo Adelanto  
San Juan Capistrano, CA 92675  
Email: [building@sanjuancapistrano.org](mailto:building@sanjuancapistrano.org)  
[www.sanjuancapistrano.org/building](http://www.sanjuancapistrano.org/building)

FOR ALL TYPES  
OF  
PROPERTIES

# Address Assignment Request

## INSTRUCTIONS

Please use the City's attached Address Assignment Request Form to request the assignment of a new address or to change an existing address.

## SUBMITTAL PACKAGE

### HOW TO SUBMIT:

- To submit your request package for a new custom home, accessory dwelling unit or a commercial/residential change of address, establish/update suite addresses, please email: [BUILDING@SANJUANCAPISTRANO.ORG](mailto:BUILDING@SANJUANCAPISTRANO.ORG)

**WHAT TO SUBMIT:** A submittal package must include all the following items:

- Address Assignment Request Form - (Completed and signed. See attached.)
- Site Plan - (8.5x11 sheet to scale. Show property lines, building footprint, and main entrance to the building.)
- Floor Plan - (If your request entails changes to suite or unit numbering, show unit numbers for all floors.)
- Any other documents to support your request.

## PROCESS AND REQUIREMENTS FOR REQUESTING A NEW ADDRESS

### NEW DEVELOPMENT PROJECTS

All new development projects (commercial projects, new residential tracts, ADUs, etc.) require the assignment of addresses. New addresses are assigned consistent with the existing addresses and the city-wide numbering grid.

Applicants cannot submit an Address Assignment Request for new development until after planning approval has been obtained for the project. For Tenant Improvements, requests for new address assignments cannot be submitted until a building permit application has been submitted into plan check.

Once addresses are assigned, city staff will prepare an addressing notice and send it to the US Post Office, Orange County Assessor, utility companies, emergency services, and city departments.

Failure to apply for an address assignment may delay the issuance of a project's building permit.

### BUILDING DEMOLITIONS

If a new building is to replace a demolished building and there is no change in occupancy use, the existing address is assigned to the new building. If a new building replaces a demolished building and there is a change in occupancy use, the existing building address is retired and a new address assigned to the new development.

### CHANGING EXISTING ADDRESSES

Requests for changing existing addresses will be approved for only the following situations:

- There is a change in the vehicular access to a corner lot due to a building remodel.
- You have documentation that demonstrates difficulty in receiving mail or emergency services.
- Suites are subdivided or combined due to tenant improvement.

### 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 is assigned per tenant space.
- **Vacant lots.** Addresses are not assigned to vacant lots or undeveloped land.
- **ADUs.** The primary unit and the accessory unit must share the same address with unit #1 assigned to the main residence and unit #2 assigned to the accessory unit.
- **No alphanumeric, fractional or hyphenated addresses are allowed.**

### CONTACT

Please email completed application and required documentation to [BUILDING@SANJUANCAPISTRANO.ORG](mailto:BUILDING@SANJUANCAPISTRANO.ORG).



**City of San Juan Capistrano**  
 Development Services Department  
 32400 Paseo Adelanto  
 San Juan Capistrano, CA 92675  
 Phone: (949) 443-6347  
 Email: [building@sanjuancapistrano.org](mailto:building@sanjuancapistrano.org)  
[www.sanjuancapistrano.org/building](http://www.sanjuancapistrano.org/building)

<b>OFFICE USE ONLY</b>
Date Received: ___ / ___ / ___
Date Issued: ___ / ___ / ___
Permit #: _____

## ADDRESS ASSIGNMENT REQUEST

**TYPE OF REQUEST:**  New Addresses     Address Change     Address Verification

*(NOTE: Unverifiable addresses may result in a new address being assigned. The Building Division will investigate the legitimacy of the tenant space or structure. If the space or building was not constructed with proper building permits, the address will not be verified.)*

### APPLICANT - PLEASE PRINT CLEARLY AND COMPLETE ALL SECTIONS BELOW

<b>PROJECT NAME OR SUBDIVISION NO.:</b> <small>(one letter per box)</small>	
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**DEVELOPMENT TYPE** *(check all that apply):*

NON-RESIDENTIAL:  New Construction or Addition     Tenant Improvement     Other \_\_\_\_\_

RESIDENTIAL:  Single Family     Townhouse     Condo     Apartment     Accessory Dwelling Unit

OTHER:  Mixed Use     Other \_\_\_\_\_

**PROJECT SITE ADDRESS/LOCATION:** \_\_\_\_\_

APN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_                      APN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

APN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_                      APN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**REASON FOR REQUEST:** \_\_\_\_\_

(Use other side if more room is needed)

**APPLICANT:** *Name and mailing address of person requesting the filing of this application.*

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE #: (\_\_\_\_) \_\_\_\_\_      FAX#: (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**MAIN CONTACT PERSON:** *Person to be contact other than applicant regarding this application.*

ARCHITECT             ENGINEER

TENANT                 OTHER \_\_\_\_\_

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE #: (\_\_\_\_) \_\_\_\_\_      FAX#: (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**PROPERTY OWNER AUTHORIZATION:**

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE #: (\_\_\_\_) \_\_\_\_\_      FAX#: (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

I am authorizing City officials, staff, or their agents or consultants to enter the property for the purpose of this application. I understand that if this request involves the issuance of new addresses, there is no guarantee that the exact address requested will be assigned.

**AND** (choose one):

I am the sole owner and hereby authorize the filing of this application;

I own the project site jointly with one or more persons and am empowered to authorize the filing of this application on behalf of my fellow property owners; or,

I own the project site in conjunction with one or more persons who are listed with their acknowledgement and authorization for the filing of this application attached for additional property owner authorization/acknowledgements.

**SIGNATURE:** \_\_\_\_\_