

Obtaining a 9-1-1 Physical Address For Your House or Business

Your 9-1-1 Physical Address is extremely important to ensure quick response to your home or business in an emergency. It is important for your safety, as well as your neighbors, that you have a properly assigned and displayed 9-1-1 Physical Address.

For New Construction (Commercial, Residential, or Industrial)

- A permanent 9-1-1 physical address will be assigned automatically by Mecklenburg County 9-1-1, as part of the building permit process. **You do not need to contact the 911 department.**
- After an inspection for a footing has been passed, we will determine your address number and mail a notification to the mailing address that was used for the building permit.
- From the date of the passed footing inspection, this process can take up to 2 weeks.
- **Replacing a structure?** You can keep using the existing 9-1-1 address of that structure, if the new structure uses the same driveway as the old one and the old structure is removed. You will not receive a notification of a new address if this is the case. Please let the Building Inspectors Office know if you are replacing a structure so we will know not to assign it a new address.
- If you need a temporary address to give to construction crews and service workers at your site, and cannot determine a suitable address from existing addresses nearby, call 434-738-6191, Ext 4367 and we will determine an approximate, temporary address for use during the construction phase.

For Existing Structures

- To determine the address for existing structures with no known 9-1-1 address, please contact us. See below for contact information.
- Generally, a structure needs to be occupied (or able to be occupied in a short time period) as a residence or business/organization to receive a 9-1-1 physical address. (There are some exceptions)
- Outbuildings such as garages, shops, and storage buildings are not assigned addresses.
- The following are typically not valid for address assignment: storage buildings, barns, garages, carports, campers, shops, docks, pools, boathouses, man-caves, and empty lots/land.
- Exceptions are sometimes made when there are special circumstances. See below for contact information so that we can discuss this.

Address Numbers

- 911 determines address numbers by a system that is based on the distance from the end of the road to the entrance to the driveway of the structure.
- They must be assigned by 9-1-1 and comply with our numbering system, and with state/national standards for addressing; we cannot accommodate personal requests for address numbers.
- Numbers must be placed on the building if it is within 50' of the road. If the structure is more than 50' from the road, an address must be displayed at the end of the driveway. They must be **at least 4 inches tall**
- Addresses assigned by Mecklenburg County 9-1-1 are usually considered valid to use as a mailing address, but you must contact the local U.S. Post Office to set up mail delivery.

Road Names

- Road names are assigned by Mecklenburg County 9-1-1 in the following circumstances:
 - As part of an approved subdivision plan
 - Can be assigned to an unnamed private driveway when the third addressable structure is built (existing structures on the road will be assigned new addresses)
- Input on road names will be gathered from residents/owners along the road. If no consensus can be found in a reasonable time period, the County will determine an acceptable road name.