

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

*Your 9-1-1 Physical Address is extremely important to ensure timely 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 the first inspection for a footing, pier, foundation, etc. Has been passed, a notification letter will be mailed to the owner's address that is on the building permit. This may take a couple weeks if we need to verify the address location at the construction site.
- **Replacing a structure?** If the same driveway entrance is being used, and the old structure has been removed, you have the option of either using the same 9-1-1 physical address, or having a new one assigned. We typically assign a new address (unless it is a singlewide/doublewide being replaced by a new house). If you receive a new address notification for a replaced structure, and you want to use the old address, please contact us.
- **Need the address early?** If you need the 9-1-1 physical address earlier than the 1<sup>st</sup> building inspection, please contact us. We can assign a "temporary" address that can be used for directions, deliveries, and electric service. Typically, this address will become your permanent 9-1-1 physical address.

### For Existing Structures

- To determine the 9-1-1 address for existing structures, you can check the online map at <https://meck.southsidegis.org> (turn on the "9-1-1 Address Point" layer, under "General Layers"). New addresses are posted there immediately after assignment. If that is not an option, please contact us (see below).
- Generally, a structure needs to be occupied (or able to be occupied) 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 usually assigned addresses. They share the address of the main building nearby on the parcel.
- Empty lots/land without a building are not assigned a 9-1-1 address unless there is a regular use that warrants it. (A construction site, or gathering place, for example.)

### Address Numbers

- The 9-1-1 center determines address numbers by a system based on distance from the end of the road to the driveway entrance for the structure being addressed.
- Numbers must be assigned by 9-1-1 and comply with our numbering system, and with state/national standards for 9-1-1 addressing. We cannot accommodate personal requests for address numbers.
- Numbers must be placed on the building if it is clearly visible from the road, typically within 50 feet. Otherwise, it needs to be placed at the end of the driveway. **The numbers must be at least 3 inches tall** (taller is better.)
- Addresses assigned by Mecklenburg County 9-1-1 are usually considered valid by the USPS for mailing addresses, but you must contact your local U.S. Post Office to set up mail delivery.

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**Road Names**

- Road names are assigned by Mecklenburg County 9-1-1 in the following circumstances:
  - As part of an approved subdivision plan
  - Assigned to an unnamed private driveway when the fourth addressable structure is built (existing structures on the road will be assigned new addresses)
  - Assigned by request of a majority of owners along an unnamed private driveway that has 3 or more addressable structures located on it.
- Input on road names will be gathered from owners of residences/businesses along the private driveway that is being named. If no consensus can be found in a reasonable time period, the County will determine an acceptable road name.

**Contact Information**

For fastest response, email is preferred:

Email: [awells@southsidepdc.org](mailto:awells@southsidepdc.org)

Call: 434-738-6191 x4367 or 434-447-7101 x212

Please avoid coming to the 9-1-1 center in person. The facility is not open to the public, and 9-1-1 addressing and GIS activities are mostly performed remotely. If you need to meet in person, please contact me and we will set up a time.

|                     |               |     |                         |   |                       |
|---------------------|---------------|-----|-------------------------|---|-----------------------|
| Andy<br>Mecklenburg | County        | 911 | GIS                     | & | Wells<br>Addressing   |
| GIS<br>Southside    | &<br>Planning |     | Cartography<br>District |   | Manager<br>Commission |