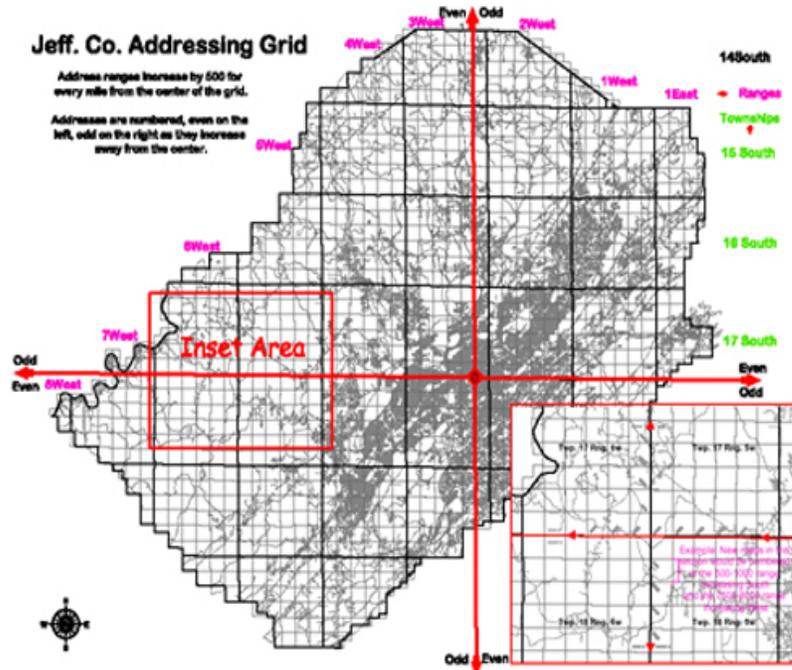


## How Addresses are Assigned

The duties of addressing new and existing homes was given up by the U.S. Post Office in 1978 when it became the responsibility of the Public Works department and has passed on to the Land Planning & Development Services office, Addressing Division. County Ordinance 757, Nov 9, 1982 established conventions for numbering, street names, and enforcement of addressing in Jefferson County.

At the time of this change in addressing power the Post Office and Jefferson County began working on the conversion of all Rural Route and Box addresses to the street name and number convention we still use today. All addresses in Jefferson County have been converted to street numbers since 1994.

This Addressing office provides addresses for all Unincorporated areas and most of the cities of Jefferson County. Addresses are assigned from a grid system developed in 1978 that allows a range of 500 addresses per mile. New addresses are assigned based on several factors, but in keeping with National Addressing Standards. LP&DS Addressing Standards include:



1. Only Even or Odd numbers on one side of a road - this allows for easy identification of an address. Emergency services expect to find all even numbers on the same side of the road, for example.
2. Skipping of at least four (4) numbers between new addresses - to allow for later splitting or development of properties or for numbering of utilities.  
Ex. 2020, 2024, 2028 and across the street 2021, 2025, 2029
3. Suite assignments for multi-tenant or multi-resident structures. Suites are assigned much like main addresses, generally increasing in the direction of addresses on the main road.
  4. No alpha-numeric or fractional addresses.  
Ex. 1421**B** Main St, and 3568 Memory Lane Apt ½

5. Utility numbers (like suites) are assigned for secondary structures on a property. These numbers may be used for power or other utilities but are not generally given to the post office for delivery.

In order to obtain a building permit, electrical or telephone service, to construct signs, unoccupied buildings that require power or other services, and utility towers you must have an address. These addresses are used for permitting, by the U.S. Postal Service for mail delivery, for utilities accounts and for E-911 emergency response.

At this time Jefferson County is both addressing new development as it occurs and correcting addressing conflicts as they are brought to the attention of this office. Postal Services, Utilities Emergency Services, Police and Fire Departments throughout Jefferson County alert this office to conflicts in addresses that affect the quality of those services and in the case of E911, are potentially endangering. An incorrect address can cost precious minutes in an emergency situation.

Road names must be pre-approved by this office. This is to ensure that there is no duplication of road names/ranges within the same fire district or postal delivery area. At times, this office is authorized to require the naming of a private road for public safety and the owners (and occupants) that will be affected by this change must collectively agree on a road name acceptable to this office in accordance with our road naming policy.