

An incorrect address can cost precious minutes in an emergency situation.

New Addresses For Development

The Addressing Division assigns address in the process of developing a piece of property. Most properties in the Unincorporated areas must be reviewed for compliance with the Jefferson County Subdivision and Zoning Regulations. Please see our Zoning and Subdivision web pages for complete details.

- Contact us to see if your next project has already had addresses assigned.
- Coordinate with the developer so that this office receives site plans showing road access, building elevations and floor plans, along with location of the project.
- Total time involved in assigning addresses varies, and depends on the complexity of the new construction. It is best that the plans are submitted as soon as possible so that no delays are caused for your permitting.
- For subdivision addresses you will need to submit a plan with road names before recording. Addresses will be available after recording if a preliminary plat is submitted **in advance**. If this office does not receive a preliminary plan, there is a 48 hr turnaround for assignment of new addresses.

Subdivisions

After a subdivision is reviewed, preliminary addresses are assigned. Once the subdivision is approved, recorded and added to the address maps, the preliminary addresses are verified and approved for mailing. Most times this process is handled by the developer or contractor of the property. New addresses are issued and utilities are notified by our office. For information about addresses in a new subdivision, please contact this office with the Map Book and Page recording information or the name of the new subdivision.

Individual Subdivision (Family or 1 & 2 Lot Subdivisions)

A review process to assure compliance with Subdivision and Zoning Regulations is required for all splits of property. Individual or family subdivisions will receive an address after the plat map is recorded. Please refer to the New Construction section for complete information.

New Construction

Public Sewer - If the site will be served by County sewer, please supply a plot plan of the property with all building locations (existing and proposed) and roadway access to the structure(s) to the our office for address determination.

Private Sewer - If the subject site will be served by private sewer, a plot plan of the property with all buildings (existing and proposed) and roadway access to the structure(s) will need to be provided to our office for address determination.

Septic System - If the subject property will be served by septic system:

- Submit an application for on-site sewage disposal to the Jefferson County Health Department which will be forwarded to this office.
- a copy of a plot plan showing property boundaries and location of all structures, both existing and proposed, and roadway access to the structure(s) is required with the application for on-site sewage disposal.
- Application will be returned to the Health Department with the assigned E911 address and the applicant/contact will be notified when final approval by the Health Department has been given.

If you have an approved application but do not have the new address, please contact us with the Health Department application number to receive your address.

Vanity/Marketing Addresses

Many developers have their new construction addressed by others for marketability. These addresses are not valid. Addresses are assigned by the Addressing Division with respect to public safety concerns, and follow local and national standards. The goal is for the public to be located as easily as possible by police, fire and medical personnel in the event of an emergency.

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.