

Obtain an Address for my Property in Unincorporated Jefferson County?

(metes and bounds property only)

Start in...

Planning & Zoning

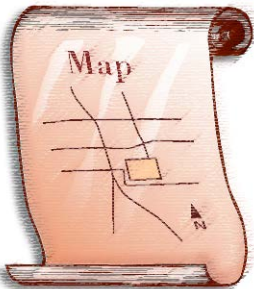
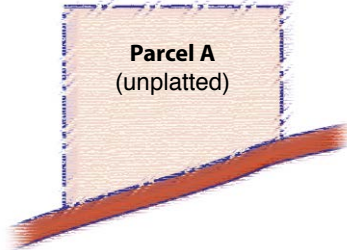


1. Bring a copy of recorded deed and survey (Improvement Location Certificate or site plan) of the property.
2. Submit a building plan and apply for grad-

ing permit if necessary.

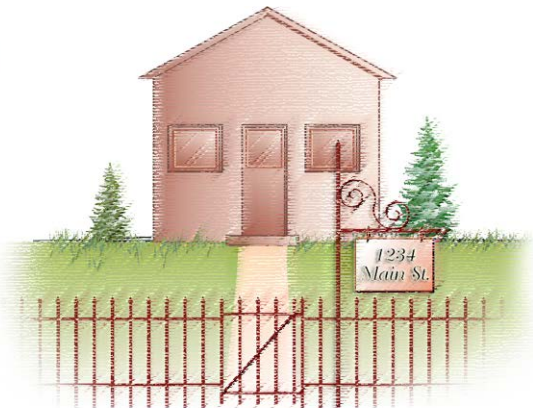
Planning checks base maps and road guides to ensure location, access and pertinent info.

3. Once the plans are approved and permits are issued, the citizen will be given a new address.



4. Planning and Zoning Division notifies emergency personnel, post office, etc., of new address.

New Address...



Things to know when applying for an address

- Addresses cannot be assigned without verifying that the parcel is a proper division of land, ensuring that addressed parcel will be used for an allowable use and that there is legal access.
- A process fee will be required (if access verification or parcel research is conducted as part of obtaining address).
Fees are available on our website.
- Further division of property may change an existing address upon completion of platting process.
- Address is based on driveway access, not front of the house.
- Only an owner or authorized representative can apply for the address.

