

**\*\*\*\*NOTICE TO INDIVIDUALS REQUESTING 911 ADDRESS\*\*\*\***

*The Tazewell County Board understands the importance of efficient and orderly addressing for all properties in the unincorporated areas of Tazewell County. Therefore, the Tazewell County Department of Community Development has been authorized by the County Board to accept 911 addressing applications and fees for properties needing an address assignment.*

***Please note that the 911 Addressing Application and \$50.00 fee must be filed with the Tazewell County Community Development Department prior to issuance of the Building Permit. If the application is not completed in its entirety we will not be able to issue the Building Permit. Once the application is filed with the Tazewell County Department of Community Development there will be an approximate ten (10) day waiting period to receive your address.***

*Please complete the attached application in its entirety!!! Then return the application with the \$50.00 fee to the Tazewell County Department of Community Development. We will then Transmit all information to the Addressing Contractor who conducts the field work. Be sure to identify the driveway with stakes, this helps the addressing contractor to accurately identify the property.*

***\*\*PLEASE DISPLAY THE NEW 911 ADDRESS PROPERLY AND VISUALLY!!!! IF THE ADDRESS IS NOT VISUALLY DISPLAYED A CERTIFICATE OF COMPLIANCE WILL NOT BE ISSUED BY THIS OFFICE!!!***

*If you have any questions, please do not hesitate to contact the Community Development Office at (309) 477-2235. Thank-you for your cooperation regarding this matter!!*

*Kristal Bachman, Community Development Administrator*

**TAZEWELL COUNTY COMMUNITY DEVELOPMENT  
APPLICATION FOR STRUCTURE ADDRESS NUMBER IN  
UN-INCORPORATED TAZEWELL COUNTY  
(9-1-1/mail/utilities/all other purposes)**

**NAME OF STREET/ ROAD** \_\_\_\_\_

**TOWNSHIP** \_\_\_\_\_ **PARCEL I.D. #** \_\_\_\_\_

**SUBDIVISION** \_\_\_\_\_ **LOT #** \_\_\_\_\_

**NAME OF PROPERTY OWNER** \_\_\_\_\_

**PRIMARY USAGE** (residence, business, other) \_\_\_\_\_

**IF SPEC HOME NAME OF BUILDER** \_\_\_\_\_

**EXISTING ADDRESS NUMBER ON EACH SIDE OF THE PROPERTY TO  
BE ADDRESSED (if available)** \_\_\_\_\_ & \_\_\_\_\_

**NAME OF APPLICANT:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_, \_\_\_\_\_  
(DAY) (NIGHT)

*Return this application as quickly s possible. Utilities and agencies issuing permits or starting service require an address immediately. Addresses are assigned as quickly as possible, however Municipal Addressing Services, Inc. as ten (10) days to complete the work. The Contractor may call the applicant to ask that the intersection point of the driveway and public street be marked with flags or stakes. **THE BUILDING PERMIT FROM THE COMMUNITY DEVELOPMENT DEPARTMENT WILL NOT BE ISSUED UNTIL THE ADDRESS APPLICATION AND FEE HAS BEEN FILED WITH THE COMMUNITY DEVELOPMENT DEPARTMENT.***

**RETURN \$50.00 FEE WITH THIS APPLICATION  
PAYABLE TO TAZEWELL CO. COMMUNITY DEVELOPMENT DEPT.**

\*\*\*\*\*The addressing assignment is conducted by Municipal Addressing Services, Inc. a contractor authorized by the Tazewell County Board. \*\*\*\*\*

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**\*\*FOR COMMUNITY DEVELOPEMENT OFFICE USE ONLY:** APPLICATION NO. \_\_\_\_\_

**DATE APPLICATION RECEIVED:** \_\_\_\_\_ **FEE PAID:** \_\_\_\_\_

**DATE FORM TRANSMITTED TO CONTRACTOR:** \_\_\_\_\_

**\*\*FOR MUNICIPAL ADDRESSING USE ONLY:** DATE ASSIGNED: \_\_\_\_\_

**ADDRESS ASSIGNED BY CONTRACTOR:** \_\_\_\_\_

ESN \_\_\_\_\_ Police/TCSO \_\_\_\_\_ Fire \_\_\_\_\_ EMS \_\_\_\_\_ Dispatch \_\_\_\_\_

**Date form transmitted back to Tazewell Community Development:** \_\_\_\_\_

**9-1-1**

## **REQUIREMENTS**

### **YOUR ADDRESS NUMBER *MUST* BE PROPERLY DISPLAYED**

Tazewell County has recognized the importance of all properties in the unincorporated areas of Tazewell County displaying its County assigned address number for the purpose of accurate emergency response, and efficient delivery of the U.S. Mail and other important services.

The Tazewell County Board adopted a 911 Address Display Ordinance on April 24, 2013, effective August 1, 2013. Following is a brief description of the requirements. You may view the 9-1-1 Addressing Display Ordinance in its' entirety by visiting [www.tazewell.com](http://www.tazewell.com).

- ✓ A principal building or structure (residence or business) within 80 feet from the centerline of any right of way shall post the property's address number at or near the main entrance of said building or structure. Address numbers shall be posted upon places parallel to said right of way, between 4 feet and 9 feet high (above grade level). Said number(s) shall be at least 4 inches tall.
- ✓ In the event a property owner can not meet the requirements of the above, owners shall post the addressed number via a sign, post or other means, not further than 80 feet from the centerline of the right of way to which the principal structure or building faces. Said number(s) shall be at least 30 inches to 60 inches above grade and must be at least 4 inches tall. The sign size shall be no more than 4 inches wide around the perimeter of said numbers.
- ✓ A mailbox or mailbox post shall constitute a sufficient posting of address numbers, if the mailbox is located on site. The number shall be a minimum of 3 inches in height and visible when driving on the roadway from both directions. (Mailboxes that are clustered, or located on the opposite side of the road from the addressed structure are NOT considered sufficient for posting.) For corner parcels, identification shall be displayed at a place most viewable to emergency responders.
- ✓ Commercial buildings and schools which have multiple entrances and/or exits shall also adhere to the requirements but also indicate each individual entry/exit point, both interior and exterior, with a successive Alpha character posting identifying each entry/exit point.
- ✓ No sign support shall be placed within any right-of-way unless approved by the governing authority of said right of way.
- ✓ Be sure to contact J.U.L.I.E. (Dial 811 or 1-800-892-0123) before you dig for placement of any sign support.

### **Attention - New Construction:**

Before construction begins, display the correct address number immediately. This ensures a more accurate response to emergencies during construction AND improved delivery of materials and services to jobsites. A temporary homemade sign would be satisfactory until occupancy of the new construction occurs.

**Please contact the Tazewell County Department of Community Development for any questions at (309) 477-2235.**