

Addressing FAQ's

Q. What is a 911 address?

A. A 9-1-1 address is the "physical" address of your structure. When you dial 911 from a "land" phone in an emergency, this is the location information that is available to a dispatcher.

Q. Why do I need a 9-1-1 address?

A. Unfortunately, most people never give their address a second thought until an emergency occurs at their residence. That is why we are requiring that the numeric portion of your physical address be displayed using no less than four (4) inch high, block style numbers. The numbers must contrast to the background as to be seen at night. If your structure is far enough from the road that the number cannot be seen from the road, then it is required that the address be displayed by the use of an address marker at the main entrance to the property. When a dispatcher receives a 9-1-1 call, the responding officers need to be able to locate the caller quickly. The dispatcher guides emergency responders to the location. This is especially important if the caller is unable to speak or unaware of the 9-1-1 address.

Q. When do I need a 9-1-1 address?

A. Many types of structures require a 9-1-1 address, including some types of barns, shops, buildings and garages; businesses; all houses and/or mobile homes; as well as water and cell towers.

Q. Where do I post my address house number?

A. The address number must be displayed on the front of a building or at the entrance to a building which is most clearly visible from the road. If a building is not visible from the road, the address number shall be displayed at the end of the driveway nearest the road which provides access to the building. The number shall be attached to a fence, gate, mailbox or the like adjacent to the road right-of-way. Numerals must be of contrasting color to the background and shall be plain block numeric numbers, not alpha print, and 4" or greater. It is recommended that these numbers be reflective to ensure better visibility.

Q. Can I change the name of my existing road?

A. While it is possible to change the name of a road, it must be for a public safety issue. Names recorded on a plat will not be changed for a period of ten (10) years unless there is a compelling public safety issue. The request would need to be submitted by a petition to the Addressing Office. The petition should include: the existing road name, the reason for the requested change, some suggested road names, and the signatures of 100% of those persons owning property adjacent to the road. The fee to change a road name is borne by the petitioner(s).

Q. Which LFUCG ordinances pertain to 911 addressing?

A. Ordinance 17-2.1, through 17-4.8 applies to the Addressing guidelines.

Q. How do I obtain an address for new construction, or existing location?

A. When you or your contractor pull permits for construction etc. the Office Building Inspection will direct you to our office. We will verify or assign your address as a condition of permit issuance. Our data collector may have to field check the property and obtain a GPS point for us to use in assigning your address. You will not be given a Certificate of Occupancy nor will the power be turned on until your address is properly posted at your new home. Developers of shopping centers, office buildings, apartment complexes, condominium units and mobile home parks should be aware the Addressing Office must be contacted to obtain a valid address. The Addressing Office must assign an individual address to every store (or suite) within a shopping center, and to each separate residence (unit) within an apartment complex, condominium community, or mobile home park.

Q. How big should my address numbers be?

A. The minimum sizes of the numbers is 4" for residential and small business locations. Commercial structures may require larger numbers. See the Address Ordinance for more information.

Q. What conditions could lead to my addresses changing.

A. There are several factors that could lead to an address change. Some are:

House Number Out of Sequence

House Number on the Wrong Side of an Intersection

The Location is Addressed off the Wrong Road

Duplicate Addresses

Odd numbered address or even numbered address on the wrong side of the road

Using the wrong address

A change in unit (suite) numbers

Q. Can I keep my address number if I move?

A. Address numbers are unique and assigned to each structure site. Whenever a new home, business, or other addressable building is built, a new number is assigned to the new site - no matter how close it is to an existing address number. In any moving situation, residents can feel free to contact the Addressing Office to determine if a new address number will be needed.

Q. When is a private lane named? Does it have to be named? Who puts up the road sign?

A. Private lanes and drives can only be named if more than two addressable structures (home, business, etc.) exist along the lane. Names are required for private lanes and drives with more than two addresses. To reserve or register a name for a private lane, contact the Addressing Office for more details. The Division of Traffic Engineering (DTE) will install a new street sign. If the lane is deemed private, DTE will only install a sign at the intersection where the private lane intersects the public right-of-way. The property owner(s) are responsible for the installation of street signs on the private lanes within the development. These signs must meet the standards as set forth in LFUCG's ordinances.

Q. I've lived here for 30 years and everybody knows me and where I live. Why do I need to change my address?

A. Logical consistent addressing saves lives. If someone new is hired as an emergency personnel worker they may not know you. Emergency responders from adjacent localities and the state do not have the local knowledge.