# APPLICATION FOR NEW E911 ADDRESS

Saluda County GIS & Addressing
175 Public Safety Drive, Saluda, SC 29138
Phone: (864)445-2529

## Applicant Information

Applicant Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

## Property Location Information

Tax Map Number: _____

Street Name at Primary Access: _____

Property Use: ☐Agriculture ☐Business ☐Camp Site ☐Church ☐Cemetery

☐Residence ☐Tower ☐Other (specify): _____

Address Requested For: ☐New Structure ☐Existing Structure

****Please attach survey, map, photograph, or sketch of property showing driveway location****

Please note that, if this is the third address to share a driveway, the driveway must be named per county regulations before an address can be assigned. Please contact the GIS & Addressing Office for a Road Naming Application.

## Acknowledgement

I certify that I am the legal owner of the property described above and that all the information provided in this application is true and correct to the best of my knowledge. I further certify that it is my intention to build on or otherwise improve the property within 90 days from the date of this application and that I am to notify the GIS & Addressing Office if I do not begin improvements within 90 days.

Signature: _____ Date: _____

## OFFICE USE ONLY – PLEASE DO NOT WRITE IN THIS AREA

Address #: _____ Street: _____

Assigned By: _____ Date: _____

**PLEASE ALLOW UP TO 10 BUSINESS DAYS FOR E911 ADDRESS REQUESTS TO BE PROCESSED**

# GUIDELINES FOR REQUESTING AN E911 ADDRESS

Saluda County GIS & Addressing
175 Public Safety Drive, Saluda, SC 29138
Phone: (864)445-2529

## Purpose

E911 addresses in Saluda County are assigned to ensure that emergency services are able to quickly identify and respond to a specific location in the event of an emergency situation. While this addressing system has been co-opted by the United States Postal Service and other delivery services, these functions are secondary to the emergency services purpose of the address.

## Qualifications

In order for an E911 address to be assigned to a piece of property, the following criteria must be met to ensure that all addresses assigned are as accurately as possible:

1. The address must be requested by the property owner.
2. The property owner must indicate an intention to place a dwelling or other facility on the property within 90 calendar days of the request. If an address is assigned and construction does not begin within 90 calendar days, the property owner should notify the GIS & Addressing office so that the address can be revoked until such time as the facility is constructed.
3. The property owner must identify the location of the driveway, as E911 addresses are assigned based on the location of the driveway. In the event that the driveway is placed in a location more than 10 feet from the assigned address, the property owner must contact the GIS & Addressing office to ensure that the assigned address remains valid based on the new driveway location.

## Process

E911 addresses may be requested via email, fax, or in person during normal business hours.

Property owner must:

1. Submit an “Application for New E911 Address.”
2. Provide the location of the existing or proposed driveway.
3. Express an intent to build on or otherwise improve the property within 90 calendar days of the request.

**Saluda County GIS & Addressing**
175 Public Safety Dr.
Saluda, SC 29138
Email: k.long@saludacounty.sc.gov
Phone: (864) 445-2529 x5
Fax: (864) 445-3913

**PLEASE ALLOW UP TO 10 BUSINESS DAYS FOR E911 ADDRESS REQUESTS TO BE PROCESSED**