HOW TO APPLY FOR A 911 ADDRESS AND WHAT IS NEEDED

1. You have to have already applied for or be in the process of applying for a Building Permit. Unless it is for the benefit of Public Safety we **DO NOT ADDRESS VACANT LAND.**
2. We do not require proof of ownership in order for an address to be assigned. We are more concerned with who is the resident than with who owns the property.
3. We request that you physically come into our office if at all possible. Cherokee County’s extensive GIS database sometimes allows us to assign addresses in the office (which saves time and money) with assistance from the land owner, resident, or builder. And if the address cannot be assigned in the office we will take the appropriate steps to assign the address in the field using a GPS unit. Either way your assistance in this step is crucial.
4. If the address has to be assigned in the field we require you be able to give us directions that are sufficient enough for us to locate the site. If we cannot locate the site the process may take much longer than necessary. A Parcel ID# or Pin# for the property the site is on will usually allow us to locate the property if for some reason directions cannot be given.
5. Lastly we require a brief description of the structure for 911 purposes. A description consisting of type of structure (shed, shop, ranch style house, chalet, etc), color, type of siding (lap, board and baton, shingle, brick, rock, etc), number of stories, does it have basement, does it have outbuildings and are they attached, and any other distinguishing characteristics the structure may have.