



RUTHERFORD COUNTY PLANNING / GIS / E911 ADDRESSING

Development Services
272 N. Toms Street
Rutherfordton, NC 28139

Office Hours Monday - Thursday
7am to 12pm and 1pm to 4pm
Friday - 7am - 12pm

E911 Address Request

To submit by email, send this form to addressing@rutherfordcountync.gov

To submit online go to https://www.rutherfordcountync.gov/departments/planning/e911_addressing.php
(www.rutherfordcountync.gov - Select Departments, choose Planning then click E911 Addressing)

To submit in person, go to the address above during office hours.

Date _____

Are you within 90 days of getting a building or electrical permit? YES _____ NO _____

Rutherford County does not address vacant lots or land. You must be within 90 day of applying for a permit to request an address. Preliminary addresses assigned are valid for 90 days. If you do not apply for a permit within that time, the address will be rescinded and removed from the USPS and E911 Addressing systems. If you go over that time, please contact the Addressing Department and request an extension so you don't lose your number.

Is the address for a Single Wide, Double Wide, or on frame Modular Home? YES _____ NO _____

If yes, when your address is ready, it will be submitted to the Revenue Department (tax) Listing Office. Once you receive notification, please contact their office to obtain your address and complete a mobile home pre-permit. 828-287-6000

Applicant Name (print) _____

Property Owners _____

Contact Number _____ Additional Number _____

If recently purchased, what name is it currently listed under in the tax office? _____

Owners Current Mailing Address _____

Parcel/REID Number _____ If you do not know please provide acreage _____

What road will your Driveway come off of? _____

What structure are you putting on the property? _____

Email: _____

Power Company (optional) _____

Please attach an aerial map of the property showing where the driveway will be and where the addressed structure will be located. REQUESTS SUBMITTED BY EMAIL CANNOT BE PROCESSED WITHOUT IT.

Aerial maps can come from Google, Bing, or the county's GIS website. If you are not sure how to create this and attach it with your submission, you can drop off this form to the address above during business hours and we will print one out for you to mark up. Driveway entrance determines your number so be as accurate as possible in relation to the other driveways around yours. We will contact you if we have additional questions. If your driveway entrance changes from what you submitted, **YOU MUST LET US KNOW BEFORE YOUR FINAL INSPECTION** because your number may need adjusting. It's better to fix it now than the Addressing Department correcting your address later. I have read and understand the policy and procedures explained in this form.

Signature: _____