



# DEPARTMENT OF PLANNING & DEVELOPMENT SERVICES

## E9-1-1 Addressing

Post Office Box 192 • 2020 Hampton Street • Columbia, S.C. 29204  
Phone: (803) 576-2147 • Fax: (803) 576-2181

### E9-1-1 Address Request Application

1. Customer Information: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_ Mobile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

2. Property Information: \_\_\_\_\_ Tax Map ID: \_\_\_\_\_

Subdivision/ MHP : \_\_\_\_\_ Lot Number: \_\_\_\_\_

Is this resulting from a division of Land? \_\_\_\_\_ Acres Split: \_\_\_\_\_

What road is the driveway located on? \_\_\_\_\_

Address to the right of the Property: \_\_\_\_\_ to the left: \_\_\_\_\_

(Parcel map number can be obtained by contacting the Richland County Assessor's office at (803) 576-2660)

### NEW ADDRESS:

### 3. READ CAREFULLY AND SIGN AT THE BOTTOM

Requirements: Street Address numbers must be clearly displayed so that the location can be identified easily from the road. You will not be issued a Certificate of Occupancy permit without the following:

#### HOMES:

Numbers shall be no less than **3 inches high** and made of a contrasting color, durable material, and visible from the road **both day and night**. Any home more than 50 feet from the road will be required to have the numbers adequately posted at the end of the driveway.

#### MULTI-FAMILY or NON-RESIDENTIAL:

Shall be at least **4 inches in height** and shall be placed on the front of the building facing the road or the end of the building facing the road. They shall be made of contrasting color, or of a durable material, and visible from the road **both day and night**.

#### PENALTIES:

Owners or occupants of building already constructed which do not comply with the County Ordinance will be notified to meet these requirements within 21 days from the date of notification. A warning notice will be issued after 21 days if the requirements have not been met. If the owner or occupant does not comply voluntarily with this Ordinance of Code of Laws within 30 days of the delivery of a warning notice by registered or certified mail or hand delivery to the building in violation, enforcement action will pursuant Sec. 23-47-80 of SC Code of Laws, maybe initiated. (**Maximum \$200. 00 fine or up to 6 months in jail or both.**)

By signing this you have read, understand, and agree to abide by the above conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_