

JACKSON COUNTY 9-1-1 OFFICE  
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JACKSON COUNTY, NORTH CAROLINA  
ADDRESS REQUEST FORM

Date of Application: \_\_\_\_\_

The following information is required in order to assign you a permanent house number and road name. This address is necessary for Jackson County to provide you, the homeowner, with adequate emergency service when a 9-1-1 call is made. Your address will be assigned as soon as possible after your request is made. (The driveway must be cut in on the property before the address can be generated). This form must be filled out if you are building a new home or placing a mobile home on your property. Leave this form at the Building Permit office. The assigned address must be posted on your home or at your driveway before a Certificate of Occupancy can be issued.

Homeowners Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Road Name: \_\_\_\_\_ PIN # \_\_\_\_\_

Parcel Identification Number

Building Permit # \_\_\_\_\_ Lot # if applicable: \_\_\_\_\_

Directions to building site: \_\_\_\_\_

Name of nearest neighbor: \_\_\_\_\_

Description of new home: (example: 2-story gray house) \_\_\_\_\_

Attach a drawing of the proposed location of the structure and driveway. You can create this drawing on the Jackson County Parcel Viewer. Go to the following link: [gis.jacksonnc.org/rpv](http://gis.jacksonnc.org/rpv). Check the disclaimer box and click OK. Click map layers on top right green bar, click aerials, then 2019 aerials. Then, type the PIN number or owner name (formatted "last name, first name") in the box in the top left corner and hit enter to bring up your parcel. You should see your parcel highlighted (click on it if it's not). You can click and drag the map to move around or use your mouse scroll to zoom in and out. To draw on the map, click on the button with the wrench in the upper right corner, then click "Draw". You can place a point on the map where the structure will be and use one of the line options to draw the driveway (freehand polyline works best; just click and drag along the map to draw). Afterwards, you can click on the printer button on the green bar at top to download your parcel drawing to a PDF. Once this file is downloaded, you can print it as normal (through Adobe or your internet browser).

This completed form along with the site plan are required for us to assign an address to your property.

If this home is not to be your permanent full-time residence, please list an out of town mailing address and telephone number where you can be reached.

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

(FOR OFFICE USE ONLY) NEW HOME ADDRESS: \_\_\_\_\_