

Guidelines for Posting Emergency 911 Address Numbers

The following guidelines will assist you in correctly posting your assigned emergency 911 address number. If you have a question in reference to posting your assigned emergency 911 address number, please call 828-894-8500, extension 250.

1. The number shall be displayed in a location that is easily visible from the road which the number is assigned.
2. Number may be placed on both side of the mailbox. However, displaying the number on the mailbox may not be all that is necessary under some circumstances. If described in item 3 and/or 4 below.
 - a) There is no mailbox.
 - b) The mailbox is on the opposite side of the road from property.
 - c) There are multiple mailboxes at the location and the home or building which goes with the mailbox is not clearly identifiable.
3. Number may be placed on the house, but only if they are readily visible from the road (usually within 50 feet) and the view of the numbers are not blocked by trees and shrubs.
4. Number may be placed on a sign or post at the entrance to the right-of-way or shared driveway. One post, 39" to 40" high, shall be erected for a right-of-way or shared driveway serving more than one but less than four addresses. Address numbers shall be affixed to each house or unit served by that right-of-way or shared driveway. If the house or unit is not visible from the point at which the individual driveway breaks from the right-of-way or shared driveway, the address number must also be posted on the house or on an additional post must be erected at that point with the address number of that dwelling or unit.
5. Numbers should be: at least four (4) inches high and not less than one half inch (1/2") wide for residential structures; and at least six (6) inches high and not less than three quarters of an inch (3/4") for commercial structures.
6. Numbers should be plain block numerals, not script or written numbers.
7. Number shall be set on a background or contrasting color, preferably white or black.
8. Do not place numbers on utility poles, County road signs, or anywhere within the road right-of-way (except mailboxes).
9. Temporary display of addresses for new structures shall be maintained during construction.

If you receive your mail at a Post Office Box, then your mailing address will not change.

However, you must still post the Emergency 911 Address on your property so that it can be located by emergency vehicles.

To help ease this transition, below is a list of departments/companies that you may need to contact and inform of your new address:

- *Your local Post Office (if you receive mail at your residence)
- *Utility Companies
- *Board of Elections
- *Tax Department
- *Division of Motor Vehicles
- *Banking Institute