

**RICHLAND COUNTY  
COMMUNITY PLANNING & DEVELOPMENT**

2020 Hampton Street  
Columbia, SC 29204



***E9-1-1 ADDRESS REQUEST APPLICATION***

**CUSTOMER INFORMATION**

Date: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Current Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email Address (optional): \_\_\_\_\_  
Property Owner Name: \_\_\_\_\_

**PROPERTY INFORMATION**

Tax Map Number\*: \_\_\_\_\_  
Subdivision/MHP: \_\_\_\_\_ Lot Number: \_\_\_\_\_  
Is this resulting from a division of land?  Yes  No Acres Split: \_\_\_\_\_  
What road is the driveway located on? \_\_\_\_\_  
Address right of the property: \_\_\_\_\_ Address left of the property: \_\_\_\_\_

\* The tax map number can be obtained by contacting the Richland County Assessor's Office at (803) 576-2660.

\*\* Where applicable, please provide survey or site plan showing the distance of driveway from property lines.  
If you do not have one, complete the attached Site Plan For E9-1-1 Address form.

**READ CAREFULLY AND SIGN BELOW**

**Requirements:** Street address numbers must be clearly displayed so 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 at least four (4) inches in height and made of a contrasting color, durable material, and visible from the road both day and night. Any home more than fifty (50) feet from the road is required to have the numbers adequately posted at the end of the driveway.

**MULTI-FAMILY OR NON-RESIDENTIAL:**

Numbers shall be at least six (6) 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. It shall be made of a contrasting color, durable material, and visible from the road both day and night.

**PENALTIES (SC Code of Laws, Sec. 23-47-60):**

The owner, occupant, or agent of each house, building, or other structure assigned a number under a uniform numbering system shall place or cause to be placed the number on the house, building, or other structure within twenty-one days after receiving notification of the proper number assignment.

Residents, businesses, owners, or others who fail to comply with this subsection are guilty of a misdemeanor, triable in magistrate's court, and, upon conviction, must be fined not more than five hundred dollars or imprisoned not more than thirty days. Each day in violation constitutes a separate offense.

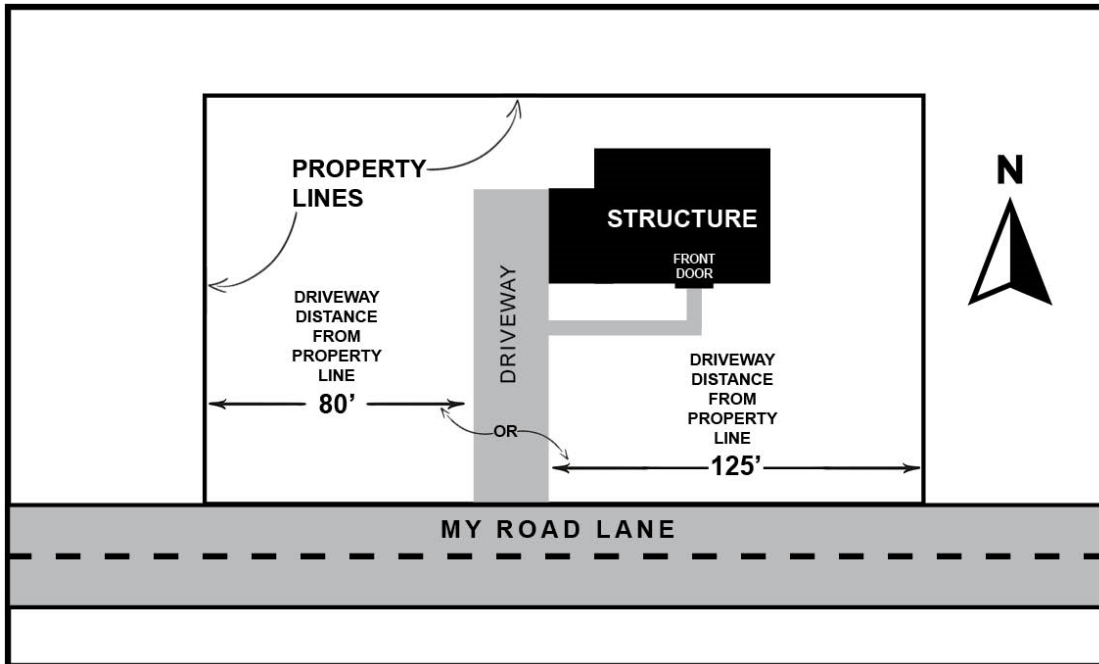
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit by email to [gisaddressing@rcgov.us](mailto:gisaddressing@rcgov.us) or fax to (803) 576-2182 upon completion.

# SITE PLAN FOR E9-1-1 ADDRESS

If you don't have a plat, plan or drawing showing the property line of the parcel, please complete the site plan drawing below to show the driveway access point along the roadway from which location is to be addressed, with a distance from a parallel property line or property corner.

## EXAMPLE:



## YOUR SITE PLAN DRAWING:

