

Addressing – Orange County Jurisdiction

In the County jurisdiction, addresses are assigned shortly after initiation of the permit process and follow the guidelines of the Orange County Road Naming and Addressing Ordinance.



- ❖ Permanent habitable structures require E911 Address assignment.
- ❖ **No address will be assigned to vacant land.**
- ❖ Any drive that serves three (3) or more habitable structures must be named.
- ❖ Utility structures may be assigned after permit process initiation.

For more information visit:

<https://www.orangecountync.gov/845/GIS-Addressing-Land-Records>

Call 919-245-2500 or email addressing@orangecountync.gov
228 S Churton St, suite 200, Hillsborough NC 27278

Siteplans

Siteplans are required for assignment of new construction addresses.

- ❖ **An incomplete siteplan will delay or prevent the address assignment process.**

Siteplans must contain the following:

- **Property lines** and dimensions of the lot
- Existing structures (house, garage, shed, pool, etc.) on the lot
- **Proposed structure** with the distance from the structure to the property lines. (Measured in feet from the edge of the right-of-way not edge of road)
- North arrow
- Location of streams and creeks
- **Location of driveway**, parking easements, rights-of-way, utility easements, etc. If the driveway position changes during the construction process, addressing staff must be notified immediately.
- Should be drawn to scale (e.g. 1" = 40')

Postal Service

New construction and development must contact the local postmaster **prior** to moving or installing mail receptacles.

www.usps.com

Call: 1-800-ASK-USPS® (1-800-275-8777)

House Numbers

Once assigned, address numbers must be clearly displayed so the location can be easily identified from the road.

For specifications on display of address numbers see Road Naming and Addressing Ordinance, Pg. 8 Sec 6-35 (e)

<https://www.orangecountync.gov/851/Road-Naming-Addressing-Ordinance-Inforna>