



# PATRICK COUNTY E-911



P.O. Box 933 • Stuart, Virginia 24171  
Phone: 276-694-2663 • Fax: 276-694-5033

## ADDRESSING PROCESS FOR NEW CONSTRUCTION

Listed below are the steps required to receive an address assignment for a new home or business in Patrick County:

- Obtain building permit from County Building Inspectors Office (must have before address assignment can be made)
- Structure footers inspection completed by Building Inspector
- Driveway location in place

Once all of the above has been completed, please call the addressing office at 276-694-2663. Be prepared to provide complete directions to the property, contact phone number & a current mailing address. If no one is in the office, please leave your name & phone number on the voicemail. Someone will return your call as soon as possible.

If you wish to make the request in person and the above has been completed, please call 276-694-2663 for an appointment as **our office is not staffed every day**.

Address assignments require a visit to the structure site. This is generally done on a weekly basis. Please allow 7-10 days for site visits.

## ADDRESSING PROCESS FOR EXISTING HOMES OR BUSINESSES

When the only need is to verify an E911 address for an existing structure, call 276 694-2663. Knowledge of the addresses on each side of the residence/business is extremely helpful during the verification process. A site visit may be necessary if an address cannot be determined over the phone.