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SOUTH CAROLINA

COMMUNITY & TOURISM DEVELOPMENT

BUILDING CODES • STORMWATER • PLANNING • ADDRESSING
ENVIRONMENTAL ENFORCEMENT • PARKS, RECREATION & TOURISM • MUSEUM



ADDRESS REQUEST APPLICATION

To provide you with an address, you must be ready to permit the structure to be addressed with the Building Codes Office or have already made application with SCDHEC for your onsite septic (copy required). If mailing, faxing or emailing this application, please include an aerial view or plat of your property with an X on the location of your building and an X where your driveway will be located. You must also mark, on site, with orange or other highly visible markers, the location of the building site and the location of your driveway. Addressing staff will either conduct an on-site visit when assigning your addressing or your address will be assigned at your 1st building inspection. We do NOT assign an address to vacant land. Processing time is 3-5 working days from application date. There is no charge for submitting an address application.

1. APPLICANT INFORMATION:

Date: _____ Last Name: _____ First Name: _____

Current Mailing Address: _____ City: _____ State: _____ Zip: _____

Home Phone:(_____) _____ Work Phone:(_____) _____ Mobile:(_____) _____

Email: (optional) _____

Property Owner(s) Name: _____

2. PROPERTY INFORMATION:

Tax Map #: _____ - _____ - _____ Subdivision/MHP: _____ Lot Number: _____

Is this resulting from a division of land? Yes No Acres Split: _____

What road is the driveway located on? _____

Address to the right of the property: _____ to the left: _____

(Tax map ID number can be obtained via the Tax Assessor Website @ www.pickensassessor.org)

3. READ CAREFULLY AND SIGN BELOW:

Requirements: Street Address numbers must be clearly displayed so that the location can be identified easily from the road. You will not be issued a Certificate of Occupancy, or otherwise pass final inspection, without the following:

SINGLE FAMILY DWELLINGS:

Numbers shall be no less than 3 inches high and made of a contrasting color, durable material and visible from the road both day and night. Any home more than 50 feet from the road will be required to have the numbers adequately posted at the end of the driveway.

MULTI-FAMILY or NON-RESIDENTIAL:

Shall be at least 4 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. They shall be made of contrasting color or of a 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 shall place or cause to be placed the number on the house, building, or other structure within twenty-one (21) days after receiving notification of the proper number assignment. Residents, businesses, owners, or others who fail to comply may be subject to the issuance of a Uniform Ordinance Summons with an appearance before a County Magistrate and the imposition of a fine of \$200.00 and/or other penalties. Each day in violation constitutes a separate offense.

By signing this, you have read, understand, and agree to abide by the above conditions.

Signature: _____ Date: _____

You may submit by email to PCPlanning@co.pickens.sc.us, fax to 864-898-5795, or mail to us at the address provided on the front page of this application.

OFFICE USE ONLY

Address Assigned/Issued:

Prior to 1st Inspection (at building permitting), by _____

At 1st Inspection, by _____

Other (_____), by _____

Date Address Assigned/Issued: _____

ASSIGNED ADDRESS:

Pre Direction: _____

Street/Road: _____

Street/Road Type: _____

Post Direction: _____

City/Town: _____