



# Property Addresses

# BP-39

Department of Building and Planning

The Department of Building & Planning is the agency responsible for assigning road designations (names) and building numbers to the primary entrances of all buildings or other uses for unincorporated Spokane County. Building & Planning also reassigns addresses or street names that are found to be incorrect. Because each city has its own addressing system, the information in this bulletin does not apply to areas within city limits.

## Why are addresses so important?

Your address is more than just a method to receive mail delivery; it is an important tool used by Sheriff, Police, Fire, Paramedics and delivery services to identify and locate your residence. The E-911 System will display your address to an emergency dispatcher even if you are unable to speak.

County Ordinance requires owners and residents to conspicuously display their house number clearly on

the residence or at the driveway of the residence. Numbers should be a minimum of four inches in height and be displayed against a contrasting background.

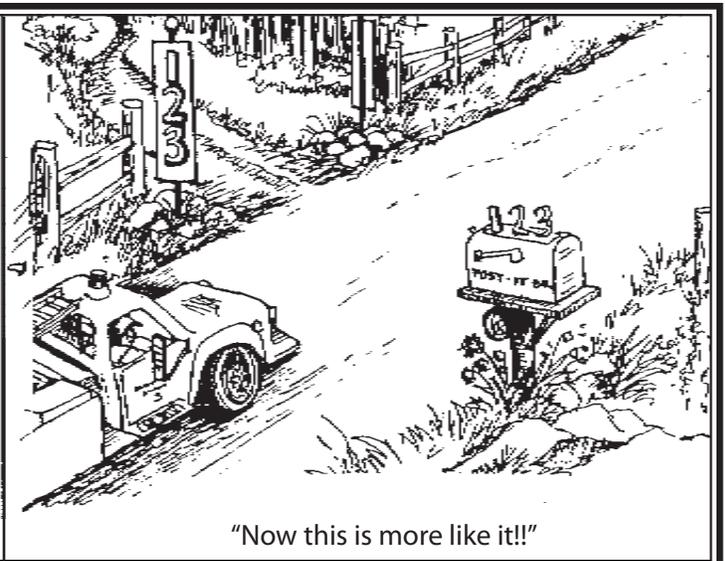
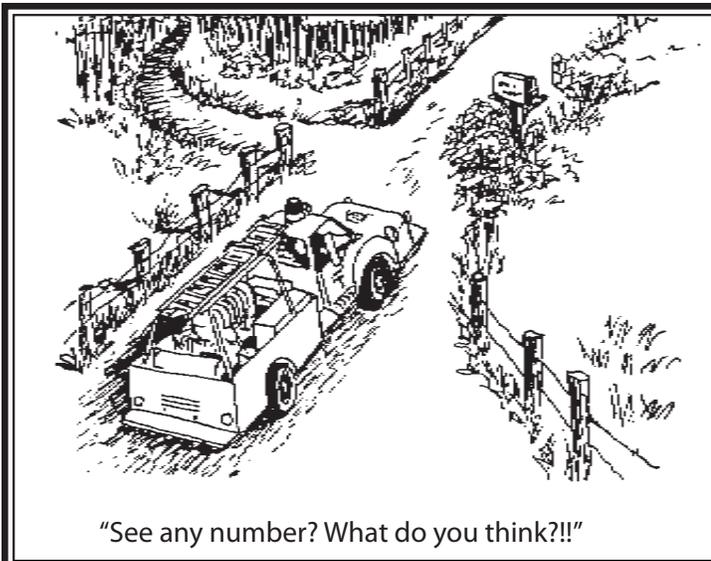
For rural homesites, where the mailbox may not be located on the property, the assigned address must be posted so that it identifies the property or building for which it is intended, such as adjacent to the driveway or access road serving the residence. Addresses for buildings in excess of 100 feet from the public right-of-way need to be placed on a sign or post not less than 3 feet nor more than 6 feet above the ground within 25 feet of the right-of-way.

Your local fire district can help in identifying the appropriate location for your address.

## Address assignment:

Rural addresses are usually based on the location of driveway approaches. Addresses are assigned as part of the building permit process when structure and ap-

## IS YOUR ADDRESS EASY TO READ?



proach locations can be identified. Addresses in formal subdivisions (comprising five or more lots) are assigned before the building permit application, prior to recording of the subdivision. However, addresses for corner lots and lots with large road frontages require a site plan in order to assign the final address. Addresses in short subdivisions rural acreage parcels are not preassigned.

For single-family residences, staff will review the permit application and site plan, determining the building and access locations. House addresses are assigned at the time of permitting.

### Temporary Addresses:

Residential projects: At times it may be necessary to apply for a temporary address for identification purposes if you are installing utilities, phone, power, etc. prior to the issuance of a building permit. Keep in mind that the address assigned will not become permanent until a residential, commercial or other building permit is issued.

### Route/Box Number:

Commercial projects: (apartments, condominiums, townhouses, shopping centers, strip malls, mobile home parks, etc.) a temporary address is assigned at the time of initial permit application. This is NOT the final address.

Some rural homesites may still be using a route/box number and may be requested by the Post Office to convert to a numbered address. In these instances we need a tax parcel number and a basic site plan of your property indicating where your house and driveway are located relative to your property lines and the public road.

### Are you using your address correctly?

You should be!!! Seconds count during an emergency; a clearly displayed address in the proper format could SAVE YOUR LIFE.

When giving or writing your address: Be sure to include your entire address without omitting Street,

Avenue, Court, Road, or directional N., S., E., W. Common format is street number, directional, and street name such as in 1717 North Main Street.

For address information call us at (509) 477-3675. We can offer assistance quicker if you have one or more of the following available when you call.

- Parcel number
- Address in question
- Legal Description
- The approximate location of your home on the property and name of an adjacent public or private street address.

### How may I get address or street name information?

It is very important to have your address corrected as soon as possible. Incorrect addresses can cause confusion, inconvenience, and life-threatening delays in emergency response time. In some cases, an incorrect address can affect response time for adjacent addresses as well. To get your address corrected or to verify the accuracy of your address, call us at 509-477-3675.

### Other Brochures that may be helpful

BP-17 *Driveways*

BP-40 *Information Directory*

For more information or an appointment contact:  
Spokane County Public Works  
Department of Building and Planning  
1026 W. Broadway Avenue  
Spokane, WA 99260-0050  
(509) 477-3675    bp@spokanecounty.org  
<http://www.spokanecounty.org/bp>

Please note that while every effort is made to assure the accuracy of the information contained in this brochure it is not warranted for accuracy. This document is not intended to address all aspects or regulatory requirements for a project and should serve as a starting point for your investigation. For detailed information on a particular project, permit, or code requirement refer directly to applicable file and/or code/regulatory documents or contact the appropriate division or staff.