

REQUEST FOR ADDRESS ASSIGNMENT

PROCEDURES:

- Obtain building permit from Engineering Department
- Stake location of the driveway accessing the structure to be addressed prior to the footer inspection by the Engineering Department
- Upon completion of an approved footer inspection, immediately mail or fax the form below to Berkeley County Central Dispatch.
- Receive information of the new address from Central Dispatch.

These steps must be followed to ensure you receive your new address in a timely manner.
** When checking the status of an address assignment or other related questions, contact 304-263-5271. Always refer to the building permit for all inquiries.

BUILDING PERMIT NUMBER: _____

CONTACT PERSON: _____

COMPANY NAME: _____

CURRENT ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

SUBDIVISION NAME: _____ LOT: _____

ROAD THAT DRIVEWAY ACCESSES: _____

ROAD THAT STRUCTURE FACES: _____

DATE SUBMITTED: _____

MAIL OR FAX COMPLETED FORM TO:
BERKELEY COUNTY CENTRAL DISPATCH
802 EMMET ROUSCH DRIVE, SUITE A
MARTINSBURG, WV 25401
PHONE: 304-263-5271
FAX: 304-264-4468

- **Receive notification of new address from Central Dispatch (normally about two weeks after your request is submitted).**

Note: When checking the status of an address assignment, or other related questions, please refer to your building permit.

MAP: _____ / PAGE: _____