

## Addressing Authority

1. New subdivision- Washington/Sullivan/Carter County E911 will make an initial recommendation
  - City will approve 911's recommendation, consistent with standards below.
2. New house on existing lot not previously addressed, Commercial buildings, Condominiums, Apartments, Suites, and Re-plats- City of Johnson City Development Services.
  - City will assign following consultation with Washington County E911 through the permitting process.

## Addressing Standards

To be applied to newly assigned addresses. Existing addresses may not comply due to historical actions.

1. New addresses are NENA compliant. <https://www.nena.org/?page=Standards>
2. As the address increases, even numbers are on the right, odds are on the left.
3. Addresses must increase in order along the street.
4. No duplication of addresses is allowed.
5. The post office has requested that we eliminate ½ addresses when and where we can, and request that we not assign ½ addresses if at possible (assign unit numbers instead).
6. Addresses are assigned based on the road facing or entry.
  - a. Corner lots with driveway access and building front to same street must be addressed off that street.
  - b. Corner lots with driveway access to one street and building front to another may be addressed to either street, at the discretion of the city staff. E911 prefers address match the entrance.
7. In new subdivisions, for every 5.28 ft of distance the address number increases by 2
8. Display of numbers at the property follows the 2018 International Property Maintenance Code
  - a. Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property.
  - b. Numbers shall contrast with the background.
  - c. Arabic (not Roman) numerals should used
  - d. Numerals shall be 4 inches high with a minimum stroke length of 0.5 inches.
9. Buildings with suites and/or units
  - a. Developer may request unit numbers on plans submitted for approval. Every attempt is made to honor these requests, provided guidelines are followed.
  - b. The post office has requested that numbers, rather than letters, be used to designate individual units in multi-unit structures.
  - c. Single floor buildings are assigned units in increments of 5 or 10 to allow for potential unit divisions. Apartments and town homes may be exceptions and can be incremented by 1s.
  - d. Multi floor buildings or large complexes with the potential for growth are assigned units by 100s with first floor= 100s, second floor = 200s, etc.
  - e. For lots with multiple buildings, each will be assigned its own address if necessary to maintain floor count numbering system above.
10. Private drives
  - a. Developments on privately named drives or roads must be addressed off the private drive, not the road to which the private drive connects.