

REQUEST FOR ADDRESS ASSIGNMENT

BUILDING PERMIT # : _____

CONTACT PERSON: _____

COMPANY NAME: _____

CURRENT MAILING ADDRESS: _____

CITY STATE ZIP: _____

TELEPHONE #: _____

FAX # (IF APPLICABLE): _____

SUBDIVISION NAME: _____

LOT #: _____

ROAD DRIVEWAY ACCESSES: _____

ROAD STRUCTURE FACES: _____

DATE SUBMITTED: _____

MAIL OR FAX COMPLETED FORM TO:

**BERKELEY COUNTY CENTRAL DISPATCH
802 EMMETT ROUSCH DR STE A
MARTINSBURG WV 25401**

PHONE : (304) 263-5271

FAX: (304) 264-4468

*****When checking the status of address assignment or other related questions,
always refer to the BUILDING PERMIT NUMBER.***

DEVELOPMENT PROCEDURES

- Submit road names for approval to Berkeley County Central Dispatch
- Receive copy of memorandum of road name approval (Central to Planning)
- Provide copy of subdivision plat with approved road names designated to Central Dispatch
- Provide Central Dispatch with copy of approved "Subdivision Entrance Permit" from WV Department of Highways
- Notify Central Dispatch at beginning of development of new section of existing subdivision

ADDRESS ASSIGNMENT – NEW STRUCTURE

- Obtain building permit at Engineering Department
- AFTER APPROVAL OF FOOTERS**, supply the following information to Central Dispatch:
 - Building permit # _____
 - Name, mailing address & daytime phone number of contact person
 - Subdivision name & lot # _____
 - Name of road driveway will access _____
 - Name of road that house faces _____
- Stake final location of driveway accessing structure to be addressed prior to footer inspection by Engineering
- Receive notification of new address from Central Dispatch (normally about two weeks after your request is submitted)

***** When checking the status of address assignment or other related questions,
always provide a building permit number *****

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