



# ADDRESS ASSIGNMENT

**Our #1 Priority is Emergency Response Time**

## **DESCRIPTION**

A valid street address is required to apply for a building or zoning permit. If your property does not yet have an address, application can be made through the Development Center. Addresses are assigned by the Engineering Department in consultation with 9-1-1 services.

*The City of Columbia Code of Ordinances Section 5-261 thru 5-266 requires that every building within the corporate limits of the city shall be numbered as designated by the city engineer. Furthermore, the SC State Code of Laws Section 23-47-60 Addressing requires that local government, upon approval for implementation of a 9-1-1 system, shall standardize addressing within its area according to service supplier procedures. Both Code of Ordinances and Code of Laws are available upon request.*

## **PROCESS**

- Submit Address request form and supporting information to the Development Center;
- Owner will be notified of address assignment by letter.

## **INFORMATION TO PROVIDE**

Completed *Address Request* form with the following attachment(s):

- **For Existing lots:** Copy of recorded plat (can be obtained from Richland County Register of Deeds, if available);
- **For Newly Subdivided Lot:** Recorded copy of City of Columbia approved plat;
- **For Apartments/Malls:** Floor plan/store layout;
- **For new tenant space within an existing building:** Building floor plan showing the layout of suites, units, etc., include all existing addresses.

## **TIME**

3-5 Days. Possibly longer depending on circumstances.

## **CONTACTS**

Development Center  
1136 Washington Street /1339 Main Street – 1<sup>st</sup> Floor  
Columbia, SC 29201  
Phone: (803) 545-3483  
[DevelopmentCenter@ColumbiaSC.gov](mailto:DevelopmentCenter@ColumbiaSC.gov)

Richland County Register of Deeds – *To obtain copy of recorded plat (If available)*  
Richland County Judicial Center  
1701 Main Street  
Columbia, SC 29201  
Phone: (803) 576-1910 or (803) 576-1917  
[www.richlandcountysc.gov](http://www.richlandcountysc.gov)

**Note<sup>1</sup>:** Corner lot addresses are assigned for Residential properties depending on which street the front door faces; Commercial properties depend on the driveway location or street frontage.

**Note<sup>2</sup>:** Street names and addresses for new subdivisions are assigned during the subdivision plat process.

**Note<sup>3</sup>:** For street name changes, contact the Development Center (803) 545-3483.



# ADDRESS REQUEST APPLICATION



CITY OF COLUMBIA PLANNING & DEVELOPMENT SERVICES  
Development Center • 1136 Washington Street, Columbia, SC 29201 • 803-545-3483 • Fax: 803-733-8699  
Email: DevelopmentCenter@ColumbiaSC.gov

ALL APPLICABLE FIELDS MUST BE COMPLETED!!!

<b>DATE</b>			
<b>IS THIS A (check one):</b>	<input type="checkbox"/> <b>New Address Assignment</b>		<input type="checkbox"/> <b>Address Verification Letter Only</b>
<b>REQUESTOR INFORMATION</b>	<b>NAME:</b>		
	<b>ADDRESS:</b>		
	<b>TEL:</b>		<b>FAX:</b>
	<b>E-Mail:</b>		
<b>PROPERTY OWNER INFORMATION</b>	<b>NAME:</b>		
	<b>ADDRESS:</b>		
	<b>TEL:</b>		<b>FAX:</b>
	<b>E-Mail:</b>		
<b>TMS #(s)</b>			
<b>SUBDIVISION NAME</b>			
<b>PHASE</b>		<b>LOT(s)</b>	
<b>STREET NAME</b>			
<b>PROPERTY DESCRIPTION</b>	<input type="checkbox"/> <b>New Subdivision</b> <input type="checkbox"/> <b>New Subdivided Lot</b> <input type="checkbox"/> <b>New Combined Lot</b> <input type="checkbox"/> <b>Existing Lot</b> <input type="checkbox"/> <b>Other</b>		
<b>STRUCTURE</b>	<input type="checkbox"/> <b>No Structure</b> <input type="checkbox"/> <b>Existing Structure</b> <input type="checkbox"/> <b>New Structure</b>		
<b>STRUCTURE TYPE/USE (check one)</b>	<input type="checkbox"/> <b>One Family Residence</b> <input type="checkbox"/> <b>Two Family Residence</b> <input type="checkbox"/> <b>Townhome</b> <input type="checkbox"/> <b>Multi-Family Building</b> <input type="checkbox"/> <b>Multi-Family Complex</b> <input type="checkbox"/> <b>Commercial Building</b> <input type="checkbox"/> <b>Commercial Building Complex</b> <input type="checkbox"/> <b>New tenant space in existing structure</b> <input type="checkbox"/> <b>Other (explain below)</b>		
<b>SIGNATURE</b>			