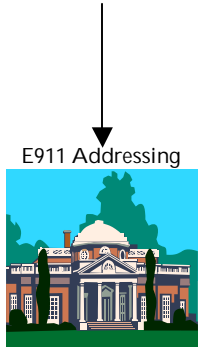


Diagram of Addressing Procedure



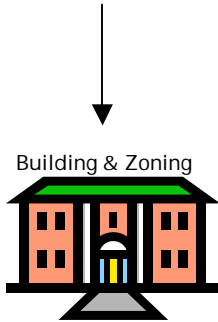
Building & Zoning

Building & Zoning sends a copy of the site plan to E911 Addressing by fax when property owner pulls Building Permits.



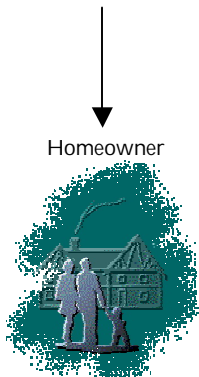
E911 Addressing

The E911 Addressing Office addresses the property based on where the site plan shows the driveway. The address is added to the Addressing Database. A copy of the address is sent back to Building & Zoning by email.



Building & Zoning

Building & Zoning places the physical address on the Building Permit and gives the agent who is pulling the permit a copy. This address is required to be posted before final inspection is passed on the dwelling.



Homeowner

After final inspection and the homeowner moves in they contact the local Telephone Company and establishes phone service. They should give the telephone company the address given to them at Building & Zoning.