



Elk County IT/GIS Department

Elk County Courthouse Annex • 300 Center Street • P.O. Box 448 • Ridgway, PA 15853

Phone: 814-776-5378 Fax: 814-776-5379 e-mail: it-gis@countyofelkpa.com

James M. Abbey, Director

Dan Rimer, Records Storage Coordinator/IT Assistant

REQUEST AN OFFICAL ADDRESS

New Address Instructions:

1. The lot owner, or an agent for the owner, must request an official 9-1-1 address through the County Addressing Officer. This must be done before construction begins!
2. The property owner, or an agent for the owner, must complete a standard form (included in this packet) that will identify the approximate location of the structure, landmarks, etc. Preferably the structure should be staked out before requesting an address.
3. Please complete the following application with as much information as possible. Be sure to include your mailing address and phone number so we can contact you with any questions.
4. Mail, fax or drop off your completed application to
Jim Abbey
Elk County Courthouse Annex
P.O. Box 448
Ridgway, PA 15853
Ph. 814.776.5378
Fax 814.776.5379
5. It will take approximately 7-10 days to receive your official address unless otherwise noted.
6. Only structures or staked out structures will be addressed. Vacant land will not be addressed.
7. Once the application for an address is received, the county addressing officer will field visit the site location. We reserve the right to enter any property in order to correctly identify the structure. If the property is gated, please make note of that on the form so the addressing officer can contact you to make arrangements.
8. After the structure has been identified, you will receive a notification letter informing you of your new 911 address.

Name: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

COUNTY: _____ MUNICIPALITY OF STRUCTURE: _____

TYPE OF STRUCTURE: New Construction Existing Structure

IS THE LOCATION OF THE STRUCTURE MARKED? _____ (Note: the structure must be marked in order to be addressed)!

EXPECTED CONSTRUCTION START DATE AND TYPE OF STRUCTURE: _____

- | | |
|--|---|
| <input type="checkbox"/> Wood Frame House | <input type="checkbox"/> Townhouse/Condo |
| <input type="checkbox"/> Modular Home | <input type="checkbox"/> Office Building |
| <input type="checkbox"/> Double Wide Home | <input type="checkbox"/> Office Suite |
| <input type="checkbox"/> Mobile Home/Not in Park | <input type="checkbox"/> Retail Type Building |
| <input type="checkbox"/> Mobile Home/In Park | <input type="checkbox"/> Warehouse/Storage Facility |
| <input type="checkbox"/> Duplex House | <input type="checkbox"/> Commercial/Industrial Facility |
| <input type="checkbox"/> Apartment | <input type="checkbox"/> Cabin/Seasonal Home |
| <input type="checkbox"/> Apartment Building | <input type="checkbox"/> Other Addressable Structure |

PROPERTY LOCATION: Please provide detailed driving directions to the proposed property. Include the color of the house and any additional identifiable features and/or landmarks.