

Union County E-911 Address Application  
414 South Pinckney Street  
Union, SC 29379  
Office 864-429-1642  
Fax 864-429-1622

Email: [lmitchell@countyofunion.com](mailto:lmitchell@countyofunion.com)

You may apply for an address in person or by faxing or emailing this form using the above information. You must have an address before you can apply for a building permit or utilities. We do not assign an address to vacant land. Processing time is 3-5 working days from application date. There is no charge for an address.

**Date of Request:** \_\_\_\_\_

**Owner:**  
(Who owns the property?)

**Occupant:**  
(If same as owner, write SAME)

Name: \_\_\_\_\_

\_\_\_\_\_

Current \_\_\_\_\_

\_\_\_\_\_

Mailing \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City State Zip

City State Zip

Telephone: \_\_\_\_\_

**Road Name:** \_\_\_\_\_ **Community:** \_\_\_\_\_

(Name of road where new structure will be located)

**Please give the name and address of person or business on either side of you:**

Please state whether the new site will be on the right or left from the nearest intersection.

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Right/Left \_\_\_\_\_ Intersecting Road \_\_\_\_\_

**Type:** SW M/home DW M/Home House Business  
Other \_\_\_\_\_ (what will the address be used to identify)

**Is the home on site:** Y N

**If yes, description:** \_\_\_\_\_

**Is the lot cleared and ready for construction?** Y N

**Is the drive way in place?** Y N

**If the drive way is not in place or lot clearly identifiable:**

It is required that a stake be placed at the end of the drive with the following:

(1) The occupants last name, readable by the address technician from the vehicle. Or

(2) A stake with flags or sign (i.e. a builder's or real estate sign) that clearly marks the structure site or drive way.

**Will you be sharing a driveway with another address?** \_\_\_\_\_

**Will your house be visible from the main road?** \_\_\_\_\_ If no, your stakes must be placed at the end of the drive. Your address will be assigned based upon the location of your drive way on the main road.

**Please state any other information that will help us to properly identify your site:**

Please circle your preference.

**You will be notified by phone when your address is ready. You may receive your address by:**

- (1) **Appearing in person (or your designee)**
- (2) **Fax** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
- (3) **Mail (if other than current address, please state)**

Office use only: New Address: \_\_\_\_\_

Assigned by: \_\_\_\_\_ Date: \_\_\_\_\_