

Address Requirements

Every residence and business in Putnam County shall have a house number and street address assigned to it by the E-911 District. The E-911 District Board shall maintain a process for new constructions to be assigned an address. The number shall be posted to meet the criteria below.

Section 1 Temporary Posting for Electrical Permits

Every person applying for temporary and permanent electrical service of a new residence or business must contact the E-911 office for the issuance of a new address. The new numbers must be posted before an inspection; utility service or telephone lines are installed. The numbers must be visible from the county road that the new location is address off of and must meet the following requirements:

1. Numbers must be at least 6 inches in height and must be red or orange in color.
2. The numbers do not have to be purchased; they may be painted on at least a one (1) foot by three (3) feet board. The board may be attached to the temporary electrical service if it is visible and within 50 ft. of the county road its address from.
3. If the building is more than 150 ft. from the county road and its temporary electrical service is more than 50 ft. from the county road, a stake or sign must be posted within 25 ft of the driveway.

Section 2 Permanent Posting of House Number

All residence and business dwellings must post their assigned house numbers to meet the following requirements:

1. Numbers must be at least 6 inches in height and reflectorized.
2. Numbers must be posted on the side of the house facing the county road it is address from. Numbers must be legible from the county road and free from obstructions.
3. If the house is more than 150 ft. from the county road it is address from, numbers must be on mailbox or a stake at the beginning of the driveway. Stakes must be 2 ft. 5 in. high, no more than 25 ft. from driveway and easily visible from the county road it is address from. If posted on mailbox, numbers must be on both sides of it and the mailbox must be within 25 ft. of driveway.
4. If multiple houses are located on a private drive they must have a stake at the beginning of the drive with all house numbers posted on it, plus there must be a stake or house number posted on each house on the private drive.