

Barbour County Mapping and Addressing

Please complete form and return to:
111 Overlook Dr. Philippi, WV 26416
barbourgis@barbour911.com
Phone: 304-457-5686/0066. FAX: 304-457-1831

Addressing Application

Last Name: _____ First Name: _____ Middle: _____

Company Name (If Applicable): _____

Current Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Road Name Structure is on: _____ Nearest Intersection: _____

Approximate distance to driveway from intersection: _____ Tax Parcel #: _____

Subdivision Name-Lot Number: _____ Flood Permit #: _____

City/Town/Community name: _____

Existing Structure (not yet addressed) Planned/Underconst. Color: _____ Stories (circle): 1 / 2 / 3 / 4+

Type (circle): Single Wide / Double wide / House / Apt. Complex / Business / Strip Mall / Uninhabitable structure

If multi-tenant structure, how many apts, suites, etc.: _____ Number of Structures: _____

Further description: _____

Neighboring addresses (NO RR #'s or PO Box's):

-Residents on left: _____ Owner name: _____

-Residents on right: _____ Owner name: _____

-Residents across road: _____ Owner name: _____

Additional Information/Directions:

1. Please draw or attach map to location on rear of this form, be as descriptive as possible.
2. No address can be given without a Barbour county floodplain permit issued from the Barbour County OEM office.
3. If you are a developer applying for a subdivision or trailer park, please include a lot map or equivalent. Apartment complexes and multi-tenant structures need to supply a floor plan. Further consultation will be required for the aforementioned. Please call the provided phone numbers.
4. When applying for a residential address, please do not send back until your driveway is clearly marked and construction has begun.
5. Request your address prior to establishing utilities. All utility companies require a physical address, understand the previous note must be completed first. Please DO NOT ask to expedite your request. Request take a minimum of one week to process and are taken on a first come, first serve basis.
6. Some fees for processing may occur, see fee schedule on back of application for further information on fees.

911 USE ONLY

Approved Address: _____ City: _____

Approved By: _____ Date: _____

Entered in MSAG: Entered by: _____ Processing Fee: Paid amount: \$ _____

Lat: _____ Lon: _____

Send to: Assessor Post office Other: _____

BARBOUR COUNTY MAPPING AND ADDRESSING
FEE SCHEDULE

New address request (new structures).....	No Charge
Copy of an existing or previous processed addresses.....	\$5.00 per address
New letter request for existing or previous processed address.....	\$20.00 per address

**** We do not accept credit or debit cards, Cash or Check only.**

Effective 08/2017