

# Barbour County Mapping and Addressing

Please complete form and return to:  
111 Overlook Dr. Philippi, WV 26416  
[barbourgis@barbour911.com](mailto: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*