

BANKS COUNTY ADDRESSING INFORMATION
Questions & Answers

History of Our Addressing

- Prior to the middle 1990's, Banks County was addressed using Route Numbers and Box Numbers.
- In the mid-1990's, Banks County readdressed to aid emergency units in quickly locating residents. This is when a private company was hired and we began using Street Numbers and Street Names.
- After the County readdressed using Street Numbers and Street Names, Banks County E-911 began maintaining the addressing.
- In 2001, Banks County E-911 and the Banks County Building Official partnered together to maintain the addressing. The Building Official in the County and each City representative take requests for new addresses and begin the permit process and notify our office when they are ready to acquire the new address. This helps to ensure that we have an account for all structures going into the County.
- Banks County E-911 orders all road signs through a local provider. Banks County Road Department and/or the proper City erect those signs.
- 9-1-1 number signs may be purchased at most hardware stores.

Why Are Addresses So Important?

- Each road being addressed correctly, using the same standard county wide and sequentially helps to ensure that 911 and emergency units do not have to waste valuable time trying to determine in which direction to travel to find a number. For example – all roads begin at 100 (with exception of only a few that were long ago addressed differently) and odd numbers are on left from the beginning while even numbers are on the right.
- All addresses are calculated based on a measurement from a meter that is housed inside the EMA / E911 vehicle. That meter takes a measurement in feet from one location to the next. That metering is done based on increments of twenty and using the closest intersection or closest correct address to the newly proposed address. After the measurement is obtained, a calculation is performed to obtain the number closest to what the address should be. Again, all roads begin at 100 and numbers should get higher towards the end of the road. Remember, if addresses are out of sequence or not on the correct side, the response unit may be past the home and have to take time to turn around and come back to the correct address (especially at night). This takes precious time and seconds and minutes matter in an emergency!
- Posting your house numbers properly is vital. County Resolution requires they be posted in a minimum of three (3) inch reflective lettering at end of driveway and on home if there is more than one addressed structure on the driveway. This also helps you to help emergency units in locating you in either day or night.
- Proper road signs / street signs make it much easier for units to locate a road when someone needs help. Without them the directions given on dispatch would be difficult and confusing. There is no time to waste in directing someone to a road without a sign or an unnamed road.
- The County Addressing Resolution says that any private driveway over 300' in length or with 2 or more structures where the structures are not visible may need a private road name. When we have new growth on a shared drive, we may make this recommendation if it applies and it helps responders tremendously. Think of this, the emergency units are en-route to you at night (your address is 104 ABC Road) and they turn on ABC Road and see 102 and keep going expecting to see 104 next but then realize that 112 is next. By this point they must turn around and go back and it may take several more minutes to realize that you are behind 102 and sharing their driveway. What if your family member is choking or something very serious is happening; do you want this to happen in the middle of an emergency? Think of it this way: As the emergency responder; you are pulling into a driveway that has three houses on it. You know that in one of those houses is a person possibly having a serious medical event. The numbers are hard to read because it is late at night. No one is outside waiting to flag you down. Which house do you go to? How long did it take you to ask yourself these questions and answer them? Can you imagine having to do that while driving and talking on the radio to obtain patient information? More importantly, as the patient would you want this delay to happen in the middle of your emergency?

How Do I Get An Address? How Is Addressing Completed?

- Call your local Building Official first. The County Official phone number is 706-677-4272. If you are building inside a city or town, you will need to call that city or town. He or she will let us know when you are ready for your address. You do not need to call us first.
- A meter is mounted in the E-911 / EMA Director vehicle. We use this meter to collect your address.
- Each road should begin at 100. The only exception to this is roads that begin in another County or roads that lost part of the beginning to another road name (for example Old Hwy 441 N) or roads that were long ago addressed in a different manner.
- A measurement (in feet) is taken from the beginning of the road, closest intersection or closest correctly addressed structure to the driveway of the new home on the road. That measurement is divided by twenty (20) and the sum is added back to 100 or the closest 9-1-1 number to get the house number. The only adjustment may need to be to make it an odd number for the left side or an even number for the right side.
- Odd numbers should be on the left side of the road and even numbers should be on the right side of the road when numbering starts at the beginning of the road.

- All roads should be numbered consecutively beginning with 100 and increasing to the end of the road.
- All new addresses and address changes are copied to all emergency services, Environmental Health for your septic permit, power and phone utilities, tax/tag offices, other pertinent government offices and postal services.
- The Building Official's Office for the County or the proper City or Town will call you and give you your new address.
- You will receive a Residential Information Form after we finish your new address. This will usually come from the Building Official. We ask that you fill that form out and return it to our office.

If I Have an Address Change, How Long Will I Be Given to Complete the Change?

- Sometimes, address changes are required. Usually this is because a new structure is going in and there is not room for growth. Or, it may be that you are becoming addressed off of a new road or that there was difficulty or may be difficulty in emergency services locating someone in your area due to address inaccuracies. We do not make address changes unless we absolutely have to and if we do make address changes, we will maintain both your old and new address for a period of no less than one (1) year to ensure we can locate you at whichever address shows up when you dial 911. This is also done to allow time for the Post Office, Phone and Power Companies and citizens to change needed documents showing the address and allow everyone time to get use to the changes.
- The Postal Service will require you to fill out an address change form and then they will also allow you one (1) year for your mail to accurately reflect the new address.
- You can help to move the process along by following all steps as quickly as possible remembering it only helps us to better help you. Remember to fill out a change form with the Post Office, post your numbers as required, fill out the back of your bills giving them the new address and change legal documents such as driver's license. And, to help us help you further you are encouraged to complete a Premise Information Form for 911 to let us know vital information, this will also let us know that you have completed the change.
- All address changes are copied to the same people new addresses are copied to.

Here Are Some Questions and Answers That May Help You.

- Q: If this is a "911" address, why does it have to change my mailing address?**
A: *The Postal Service uses the same physical addresses as 911 unless you have a box at the Post Office. And, they obtain this physical address from 911. You will not have to change your mailing address if you have a P.O. Box for mailing. However, you need to know your correct physical address as well. Your physical address is what we provide the Postal Service, Phone Company, Tax Offices, Utilities and all Emergency Services.*
- Q: What if I refuse to comply and refuse to a change of my address?**
A: *If you refuse to comply, you are only harming yourself. All Emergency Services, Postal Services, Utilities and the Phone Company will use your corrected address. Therefore, if you deliberately call in the wrong address when in an emergency - you will run the risk of units having trouble locating you. As stated before, 911 will maintain both the old and new physical address in the 911 database for a period not to exceed one (1) year. We are unable to maintain it for any longer due to the high number of addresses we maintain in this database.*
- Q: Do I have to fill out a Premise Information Form?**
A: *No, this is only for your benefit and helps us to better help you. If you do not fill one out, 911 will still maintain your basic address information in the database. All information in the 911 database is only released to authorized personnel, not for personal use.*
- Q: What if I have two (2) driveways, which one are you addressing?**
A: *We will address the driveway that you use the most.*
- Q: I have multiple houses on my driveway, who do I call if I want to name it a private drive?**
A: *County residents should call the Building Official's Office (706-677-4272). City residents should call the administrative phone number at the proper City or Town. Private road names cannot be a person name and the EMA / E911 Director will make sure they do not duplicate another road name in the system as this can be very dangerous. The EMA / E911 Director will allow three (3) choices to be submitted for the name and he or she will choose the best suited name and everything sharing that drive will become addressed off of that private drive. If a new 'county maintained or city maintained' road is established, the county and/or city will submit three (3) choices to the EMA / E911 Director and he or she will recommend the best name after research and it will be voted on by the Commissioners or proper Council.*
- Q: Why does 911 have anything to do with mailing addresses or addressing in general?**
A: *Because long ago the importance of Emergency Service Units being able to quickly reach locations in need was realized. Remember, the responding unit is looking for a driveway rather than the front of the house (that front of the house may be across a 4-acre field for example). And, because 911 dispatches for these units, 911 is the best avenue to ascertain and maintain addresses that units respond to. This is where the term 911 Address comes from. In some Counties and Cities, they have an Addressing Department that works closely with 911; Banks County does not have one of these departments. 911 in general shortens response time for all Emergency Services by being able to provide a 'one-stop' information center to units responding and citizens calling for help.*
- Q: If I have my numbers posted in reflective lettering on my mailbox at my driveway, do I need a sign as well?**
A: *If your mailbox is visible, at the end of a one home driveway, the numbers are reflective and the numbers are a minimum of 3 inches, you may choose not to purchase a sign for the end of the driveway. Just remember that the most important thing is that units are able to see the numbers both at day and at night and from either direction they may be responding from. If your mailbox is in another location from your driveway, you will need numbers on the mailbox and at the end of your driveway. If there are multiple homes on that driveway, the numbers will also need to be affixed to each home.*
- Q: If I have more questions, whom do I call?**
A: *You may call Director Deidra Moore, Banks County EMA/E911 at 706-677-3163 or the Deputy Director, Angela Gailey at 706-677-3401 between 8:00am and 5:00pm, Monday through Friday. You may also leave a message at either of these numbers, all calls are important and we will get back with you as soon as possible if we miss you.*