



COUNTY OF ALBEMARLE
Department of Community Development
401 McIntire Road, North Wing
Charlottesville, Virginia 22902-4596

Phone (434) 296-5832

Fax (434) 972-4126

ADDRESSING NOTICE:

Dear Customer:

The address for this new dwelling will be provided to the owner listed on the Building Permit between the footing inspection* and final inspection as a new address notification letter. Please check for your new address on the internet here:

<http://gisweb.albemarle.org/>

On this website please go to the GIS-Web Navigation Section to “New Address Search”. There you can search for a new address by Building Permit Number, Year, or Street Name.

If a third party entity requests the new address before it is posted on the internet or prior to receiving the notification letter you can do the following:

- A closing/mortgage company may request this address for the contract. In this instance, providing the tax map and parcel number will be sufficient.
- The electric/telephone company may request this address. In this instance, speaking with a supervisor, to provide verbal directions to the new dwelling, will suffice.

The new address notification letter will also be sent to the Postmaster and include how this new address should be displayed. If your notification letter has not arrived by the time the final inspection is to take place, then you may contact either of the following:

Andy Slack
GIS Specialist I
434-296-5823 x3384
aslack@albemarle.org

* Certain permits do not require a footing inspection (e.g. MHP, MHC). In these circumstances, the address will be provided prior to the final inspection.

Revised: July 2009