



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 and final inspection as a new address notification letter.

If a third party entity requests the new address 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:

Elise Kiewra
GIS Specialist II
(434) 296-5832 ext. 3030
addressinfo@albemarle.org