

## New Construction - Addressing Process:

- If subdividing a property prior to development, the final plat **MUST** have been approved and turned into the proper county assessor's office **BEFORE** we will assign an address.
- You must be the owner or representing the owner of the property being addressed.
- Use the web link provided to **Request an Address** or contact the following personnel to confirm a valid existing Johnson City property address before submitting plans:

<http://jctngis.maps.arcgis.com/apps/MapSeries/index.html?appid=cec9695316094546b7edf9c00871478e>

- GIS Staff
  - Ann Howland (Primary) Ph: 423-434-6188 email: [howlanda@johnsoncitytn.org](mailto:howlanda@johnsoncitytn.org)
  - Ellen Lester Ph: 423-434-6186 email: [elester@johnsoncitytn.org](mailto:elester@johnsoncitytn.org)
- Codes
  - Brenda Davis Ph: 423-434-6047 email: [bdavis@johnsoncitytn.org](mailto:bdavis@johnsoncitytn.org)
  - Tammy Johnson Ph: 423-434-7428 email: [TJohnson@johnsoncitytn.org](mailto:TJohnson@johnsoncitytn.org)

- If you are submitting a **new subdivision**, addresses will be assigned once the final subdivision plat has been approved through combined review with Washington County E911 and GIS Staff. For subdivision submittal please contact:
  - Asongayi Venard Ph: 423-434-6053 email: [avenard@johnsoncitytn.org](mailto:avenard@johnsoncitytn.org)

**If valid address exists**, then proceed with following the Plan Review and Permit Process.

**NOTE:** New construction may require address changes due to the following: additional buildings, apartment units or suites, relocation of a driveway or building, or changes to the site plan during the review or construction process. If these changes occur, it is the permit applicant's responsibility to inform GIS Staff or Codes of the changes and the assigned addresses may have to be changed.

**If a valid address does not exist**, Contact GIS staff to assign a valid address.

<http://jctngis.maps.arcgis.com/apps/MapSeries/index.html?appid=cec9695316094546b7edf9c00871478e>

Use the **Request a New Address Tab** and follow the instructions provided.

The following information is critical to assigning a new correct address.

- Property ID or GISLINK Example: 090046K L 00201
- A drawing or site plan sufficient enough to determine the location of building/s, the location of driveway/s, number of suites, and entrance locations for the property and building.

Please allow up to 24 hours for research and processing into the permitting system. Multiple suites or apartments may take longer. All addresses require research of the property and some require field checks. We confirm new and changed addresses with E-911 services and must prepare a notification to be emailed to City departments and divisions, appropriate E-911 services, the BrightRidge, the United States Postal Service, and communications companies.

## All Other Construction - Addressing Process:

### Renovations, simple additions, interior permits for existing structures:

- Use the web link provided to **Request an Address** or contact the following personnel to confirm a valid existing Johnson City property address before submitting plans:

<http://jctngis.maps.arcgis.com/apps/MapSeries/index.html?appid=cec9695316094546b7edf9c00871478e>

- Call or email GIS staff or Codes personnel to confirm valid existing Johnson City property address before submitting permit:
  - GIS Staff
    - Ann Howland (Primary) Ph: 423-434-6188 email: [howlanda@johnsoncitytn.org](mailto:howlanda@johnsoncitytn.org)
    - Ellen Lester Ph: 423-434-6186 email: [elester@johnsoncitytn.org](mailto:elester@johnsoncitytn.org)
  - Codes
    - Brenda Davis Ph: 423-434-6047 email: [bdavis@johnsoncitytn.org](mailto:bdavis@johnsoncitytn.org)
    - Tammy Johnson Ph: 423-434-7428 email: [TNjohnson@johnsoncitytn.org](mailto:TNjohnson@johnsoncitytn.org)

**If valid address exists**, then proceed with following the Proper Permitting Application and a site plan with enough information to determine setbacks and number of unit or suite locations if applicable

**NOTE:** Renovations may require address or suite\unit number changes if there is an addition or removal of apartment units\suites during the permit approval or renovation process. If suites\units are added or removed during the renovation process it is the permit applicant's responsibility to inform GIS staff or Codes of the changes. Addresses may have to be changed.

**If a valid address does not exist or conflicts with the Johnson City assigned address for the property**, GIS staff should be contacted to assign a valid address or confirm the correct address.

<http://jctngis.maps.arcgis.com/apps/MapSeries/index.html?appid=cec9695316094546b7edf9c00871478e>

Use the **Request a New Address Tab** and follow the instructions provided.

The following information is critical to assigning or correcting an address:

- Property ID or GISLINK Example: 090046K L 00201
- A drawing or site plan sufficient enough to determine the location of building/s, the location of driveway/s, number of suites, and entrance locations for the property and building.

Please allow up to 24 hours for research and processing into the permitting system. Multiple suites or apartments may take longer. All addresses require research of the property and some require field checks. We confirm new and changed addresses with E-911 services and must prepare a notification to be emailed to City departments and divisions, appropriate E-911 services, the Johnson City Power Board, the United States Postal Service, and communications companies.