



**JEFFERSON COUNTY 9-1-1 DISPATCH**  
**5475 BUCKEYE VALLEY ROAD**  
**HOUSE SPRINGS, MO. 63051**  
636-797-9797 Fax 636-942-3605

Brenda Shular, ENP  
Director

## **ADDRESSING INFORMATION FOR NEW CONSTRUCTIONS**

Jefferson County 9-1-1 Dispatch is responsible for supplying addresses for all new construction in Jefferson County, and distributing this information to the appropriate county, postal and emergency agencies.

To obtain an address for a new structure, each property owner or prospective builder must provide 9-1-1 with the following:

**The information required to complete the New Construction Address Worksheet included with this letter. If you do not have a New Construction Address Worksheet, please contact this office at 636-797-9797, extension 302.**

**A check or money order in the amount of \$20.00 for each new construction built in Jefferson County. Please make all checks payable to Jefferson County 9-1-1.**

### **Please complete the checked tasks listed below:**

**Please review the enclosed New Construction Address Worksheet. The names on the worksheet don't have to be full legal names; rather, the names should appear as you would prefer them on your mailing labels. Please correct any mistakes you find on the completed worksheet.**

**Send a check or money order in the amount of \$20.00 for each new construction. Please mail the check or money order along with the completed New Construction Address Worksheet.**

**Please review the enclosed map of your property. Please draw your home and driveway on the map. If your property lines are not shown, please draw them on the map.**

If you have any questions concerning new construction addressing, please contact this office at 636-797-9797, extension 302. Please call between 08:30 and 16:30 on any weekday. Thank you.

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Nathan Davis

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## NEW CONSTRUCTION ADDRESS WORKSHEET

### Owner Contact Information

Owners Name .....

Current Mailing Address .....

Work / Cell Phone Number.....

Home Phone Number .....

### New Construction Information

Lot # \_\_\_\_\_ Sec / Block # \_\_\_\_\_ Subdivision \_\_\_\_\_

Assessors Parcel # \_\_\_\_\_

### Your New Address

New Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

### FOR OFFICE USE ONLY

Contacting Person or Agency \_\_\_\_\_

Packet Received \_\_\_\_\_ Check / M.O. Number \_\_\_\_\_

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