

## Where do I obtain my address number and sign?



The assignment of addresses is handled differently in rural St. Louis County than it is in municipalities.

### ***In rural St. Louis County:***

Addresses are assigned to primary structures by the St. Louis County 9-1-1 Communications Department. You can reach the addressing division at (218) 726-2920. When requesting an address be prepared to provide the following information:

- > Legal description
- > Parcel Code Number
- > Name of road from which structure is accessed
- > Owner Name/Taxpayer Name
- > Possible neighbors name(s) & each of their respective 9-1-1 address numbers.

Addresses will be assigned to raw land *only* if an application for a building or septic permit has been initiated. A copy of the permit should be sent to the addressing unit in the Duluth Communications Center (see address on the back of this brochure).

### ***In Municipalities:***

Contact your city clerk for instructions for obtaining an address.



St. Louis County 9-1-1 Communications Department

2030 N. Arlington Avenue

Duluth, MN 55811

Phone: 218-726-2920

Fax: 218-726-2923

E-mail: [addressing@co.st-louis.mn.us](mailto:addressing@co.st-louis.mn.us)

## Obtaining an Address For Your Structure

St. Louis County  
9-1-1 Communications  
Department



### **Prepared by:**

St. Louis County Sheriff's Office  
9-1-1 Communications Dept.  
Addressing Division

**The Public Safety Connection  
On-Line All The Time**



## How does my address fit with Enhanced 9-1-1?

The St. Louis County 9-1-1 Communications Department answers 9-1-1 calls at two public safety answering points (PSAP's) via an enhanced 9-1-1 system. One PSAP is located in Virginia, MN and the other in Duluth, MN.

- ◆ **What is Enhanced 9-1-1?** - Calls to 9-1-1 are routed to the most appropriate PSAP with a display of the caller's location (address) and telephone number.
- ◆ **How does my address fit with Enhanced 9-1-1?** - Local telephone companies play an important role in ensuring the system is effective.
- ◆ **What can I do to assist 9-1-1 and the emergency response agencies?** - Proper display of your house number is very important.



- ◆ **Where can I obtain an address and sign?** - The St. Louis County 9-1-1 Communications Department assigns addresses in rural areas. Municipalities in St. Louis County assign addresses within their individual city limits.

Enhanced 9-1-1 systems work efficiently and effectively through the cooperation of the local telephone service providers.

The 9-1-1 Communications Department provides accurate house number ranges and road names to your telephone company. Before telephone service can be initiated your address must fit within these ranges.

If an address does not fit the range of addresses for your road it will not flow through the 9-1-1 system smoothly. 9-1-1 calls can still be placed; however, they may result in a delayed response because:

- \* The call may route to an incorrect PSAP
- \* The location and telephone number of the caller may not automatically display to the call-taker
- \* The call-taker will require more time to verify the location

Delays in response may compromise the protection of life and/or property.



Proper display of your house number is very important so that the police, fire or ambulance services can find you.

### In rural St. Louis County:

St. Louis County has rules for posting assigned rural addresses in a uniform manner, as outlined in Ordinance #41, so emergency vehicles can easily locate the property. Some of the rules include:

- ⇒ All new signs installed after March, 2003 must be installed perpendicular to the roadway surface.
- ⇒ It is your responsibility to maintain the address sign so that it is visible year round and free from snow, foliage and damage.
- ⇒ Placement regulations are defined in the "Rural Address Sign Placement Guide".

A copy of both the Ordinance #41 and the placement guidelines may be obtained at [www.co-st-louis.mn.us/departments/sheriff/911/Communications](http://www.co-st-louis.mn.us/departments/sheriff/911/Communications).

### In Municipalities:

Contact your city clerk for regulations regarding the posting of your house number.