

## New Construction: Addressing Process:

- Call or email Planning Division or Codes personnel to confirm valid existing Johnson City property address before submitting plans:
  - Planning:
    - Ann Howland                      Ph: 434-6188    email: [howlanda@johnsoncitytn.org](mailto:howlanda@johnsoncitytn.org)
    - Monie Honeycutt                Ph: 434-6077    email: [tnmonie@johnsoncitytn.org](mailto:tnmonie@johnsoncitytn.org)
  - Codes:
    - Teresa Johnson                 Ph: 434-6048    email: [tjohnson@johnsoncitytn.org](mailto:tjohnson@johnsoncitytn.org)
    - Brenda Davis                    Ph: 434-6047    email: [bdavis@johnsoncitytn.org](mailto:bdavis@johnsoncitytn.org)
  
- If you are submitting a **new subdivision**, addresses will be assigned once the final subdivision plat has been approved. For subdivision submittal please contact:
  - Asongayi Venard                Ph: 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 Planning or Codes of the changes.

**If a valid address does not exist**, Planning needs to be contacted to assign a valid address.

- Planning: See above

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 apartment s 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.

## Addressing Process :

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

- Call or email Planning Division or Codes personnel to confirm valid existing Johnson City property address before submitting permit:
  - Planning:
    - Ann Howland                      Ph: 434-6188    email: [howlanda@johnsoncitytn.org](mailto:howlanda@johnsoncitytn.org)
    - Monie Honeycutt                Ph: 434-6077    email: [tnmonie@johnsoncitytn.org](mailto:tnmonie@johnsoncitytn.org)
  - Codes:
    - Teresa Johnson                 Ph: 434-6048    email: [tjohnson@johnsoncitytn.org](mailto:tjohnson@johnsoncitytn.org)
    - Brenda Davis                    Ph: 434-6047    email: [bdavis@johnsoncitytn.org](mailto:bdavis@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 (not sure about the procedure or what they need to reference here in red...).

**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 Planning or Codes of the changes.

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

- Planning: See above

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 apartment s 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.