

Seminole County encompasses Unincorporated County jurisdiction and seven City jurisdictions (Altamonte Springs, Casselberry, Lake Mary, Longwood, Winter Springs, Oviedo, and Sanford). The Seminole County Addressing Office is responsible for all addressing functions within Unincorporated County and by the cities adopted Ordinance, is named the Addressing Agent for the jurisdiction of Casselberry, Lake Mary and Longwood.

To obtain an address/unit number within the city jurisdiction of Lake Mary, Longwood or Casselberry:

- Prior to submitting for a permit, contact the Seminole County Addressing Office. We will verify whether a new address/unit assignment is necessary or simply validate an address/unit number.
- Email (addressing@seminolecountyfl.gov) a floor plan (PDF) for the entire floor with tenant separations. Identify the existing tenant space(s) where the scope of work will be done, show the proposed changes to include tenant separation walls, ingress/egress doors and provide the parcel number.
- If the property has multiple buildings, provide an overall site plan with indication where the work will be done.
- Fees will be determined when all required information has been submitted.
- After receipt of the fee (if required) and the required floor plan, the new address/unit number will be assigned and released within 24-48 hours, as long as all city & county requirements are met.

To obtain an address/unit number within Unincorporated County:

- The address/unit number(s) will be assigned and fees collected during building permit review.
- When submitting for a permit, provide the parcel number and address of the existing unit(s) where the scope of work will be done. Within the plans, include a floor plan for the entire floor with tenant separation, identify the existing tenant space(s) where the scope of work will be done, show the proposed changes to include tenant separation walls, ingress/egress doors.
- If the property has multiple buildings, provide an overall site plan with indication where the work will be done.
- After the permit has been issued, the new address will be distributed.

New address assignment and address changes will be distributed to Bright House (readdresses only), E911 Administration, Occupational Licenses, Phone Company, Power Company, Seminole County Property Appraiser's Office, Seminole County Department of Public Safety, Seminole County Sheriff's Department, the US Postal Service and Utilities. If within a City jurisdiction, we will further notify, the Cities Building Department, Fire Department, Police Department and Utilities.

The E911 Administration enters street address information into the 911 system database. This directly relates your address to Seminole County Fire and Sheriff's Department, in the event of an emergency call. Seminole County Public Safety Addressing maintains an address database in the SITUS layer of the County's GIS (Geographic Information System). It is imperative that only addresses assigned by the county are used. When an emergency call is placed, the street address information displayed in the E911 system database should match the addressing GIS database. If the address displays differently, it doesn't plot and can cause confusion as to the location of the emergency and ultimately causes a delay in response time.

- Multi-tenant Commercial structures will be assigned a building address number in conjunction with unit numbers to identify individual occupants. Even numbered buildings shall have even numbered units. Odd numbered buildings shall have odd numbered units.
- Commercial buildings will be assigned four-digit unit numbers(ex: Office buildings, Plaza's). Multi Residential will be assigned three-digit unit numbers (ex: Apartments).
- The first number in the unit number shall identify the floor where the tenant space is located. By way of example: First floor unit number begins with 1, second floor unit number begins with 2, and so on.
- When the building number is even the units shall be even and when the building number is odd the units shall be odd.
- Unit numbers on each floor shall be issued to flow with the sequential order of the street (low to high or high to low).
- Unit/Suite numbers are assigned to a tenant space within the building. Tenants, who move from one unit to another unit within the same building, will be assigned a new unit number and not carry their current unit number to another tenant space, within the same building.
One unit number per occupied tenant space.
- All addresses shall contain whole numbers only. (No alpha's or fractions)
- Unapproved addresses will be corrected to the address as assigned by Seminole County.
- Unit numbers shall be posted visible and clear from any obstruction such as awnings and shall be posted above all means of ingress and egress.

Direct questions or comments to:

County Addressing Office

407-665-5190, 407-665-5191, 407-665-5045 or
email:addressing@seminolecountyfl.gov

County Building Division

407-665-7050

City of Casselberry Building Division

407-262-7700 x1103

City of Lake Mary Building Division

407-585-1360

City of Longwood Building Division

407-260-3464

City of Altamonte Springs Addressing

407-571-8147

City of Oviedo Addressing

407-971-5517

City of Sanford Addressing

407-688-5000 x5800

City of Winter Springs Addressing

407-327-5967