

PROPERTY MANAGEMENT GUIDELINES

Seminole County is responsible for all addressing functions within Unincorporated County and by the cities adopted Ordinance, is named the Addressing Agent for the city jurisdictions of Casselberry, Lake Mary and Longwood. Altamonte Springs, Winter Springs, Oviedo and Sanford have their own Addressing Agents, however all addresses are relayed to Addressing and entered into one county GIS (Geographic Information System) map.

This map is used directly for 911 response by the Communications Call Center and relates your address to the Fire and Sheriff Department, during an emergency call. It is imperative that only addresses assigned by the county are used by the occupant. Any addresses not assigned by County are not approved and are considered a code violation, per LDC Chapter 90, and will be corrected to the address as assigned by Seminole County. Unapproved addresses do not plot on the 911 map and causes confusion for the location of the emergency and ultimately causes a delayed response time to the emergency.

- Multi-tenant commercial structures will be assigned a main building address number in conjunction with unit numbers to identify individual occupants. Buildings with an even numbered main address shall have even numbered units; and buildings with an odd address number shall have odd numbered units.
- Commercial multi-tenant buildings such as plazas or office buildings, are assigned four-digit unit numbers. Multi Residential buildings such as apartments, are assigned three digit unit numbers.
- Unit numbers are assigned to flow in sequence with the building floor or can flow in sequence to the numbering of the street. One unit/suite number is assigned per occupied permitted tenant space, based on the Florida Building and Fire Codes, such as firewall separations, no inter-connecting doors to other units, separate utilities & meters, separate bathrooms, separate ingress/egress, etc.
- Tenants that move from one space within a building to another space or floor are not allowed to take the unit/suite number with them. The number does not belong to the tenant/business. The unit/suite number is assigned location specific for a particular tenant space.
- Addresses are assigned during the building permit application review process and released to agencies when the building permit is issued. For new development, comments are made regarding addressing and fees through the Development Review process. All building permit submittals should include the existing floor plan and proposed floor plan showing tenant separations, ingress/egress, doors, address/suite #, business names, etc. If the property has multiple buildings, provide an overall site plan with indication of where the work will be done, street names and north arrow. Due to the County's Eplan permit submittal process, you will need to contact our office in advance, prior to submittals for any vacant/unaddressed properties. All new buildings and new interior tenant spaces require the correct address and unit number to be labeled on the submitted plans.
- New addresses require a fee. Contact our office for details: addressing@seminolecountyfl.gov
- Once the building permit is issued, the unit number is released to agencies such as 911 Administration, Phone Company, Post Office, Power Company, Property Appraisers Office, Public Safety Fire & Sheriff, Seminole Tax, USPS and Teletlas for Navigation. It is imperative the tenant/occupant are given & use the address as assigned by the County.

150 ESLINGER WAY · SANFORD FL 32773-6706 · PHONE (407) 665-5045 · FAX (407) 665-5026

WWW.SEMINOLECOUNTYFL.GOV EMAIL:ADDRESSING@SEMINOLECOUNTYFL.GOV

Ordinances: Casselberry Section 68-126/133; County Chapter 90; Lake Mary Chapter 150A; Longwood, Section 18-181/189

OFFICE OF EMERGENCY MANAGEMENT • ADDRESSING

GUIDELINES FOR POSTING OF ADDRESS NUMBERS

- Made of Durable Weather Resistant Material
- Posted Numbers shall be half inch (1/2") in width
- Numbers are to be Clearly Visible from the Right of Way, Posted on the Structure Facing the Street to Which it is Addressed & Clear of any Obstructions such as Vegetation, Awnings, etc. Emergency responders need to easily see the address numbers in day or night from a distance.
- The Color of the Numbers Must Contrast Well in Comparison to the Building Structure, Mailbox, Fence, Post or Signage that it is Installed Upon, so that Stands Out and is Easily Seen Without blending in.
- Whole Numbers Only (no script writing, no roman numerals, no fractions, no alpha-letter's such as a, b, c)
- Black/white address stickers are sufficient for use. (Do not use gold/black metallic stickers, the sun causes a glare which makes them hard to view). Most times, white numbers contrast the best on clear glass.
- If access to the structure or property is by way of a street different from the address assigned, numbers shall be posted at the addressed street entry. Additional signage containing both the address number and street name shall be required at the entrance street.

IF YOU HAVE A MAILBOX :



- Mailboxes: Minimum 4" numbers shall be posted on both sides, viewable from both directions. If your mailbox is located across the street from your driveway, post your number on the mailbox and on an address post or fence at your driveway entrance.
- If the existing mailbox is relocated/removed, you are required to permanently post the address numbers on both sides of an address post or fence, visible from both directions, at the driveway entrance to your property.

FOR RESIDENTIAL STRUCTURES :



- Residential Buildings: Minimum 4" inches in height
- Structures over 50' feet from street, Minimum 5" inches in height required
- Buildings set back from the street, Minimum of 5" inches height or larger, posted on the structure and minimum 4" numbers shall also be posted on a sign, post, fence or mailbox, viewable from both directions at the driveway entrance from the addressed street.

FOR COMMERCIAL STRUCTURES :



- Commercial Buildings: Minimum 6" inches height
- Suite/Unit Numbers: 3" inches height. (Apartments/Commercial Buildings) Posted directly above or on the side of all means of ingress/egress (install numbers clear of any obstructions, such as awnings or vegetation). Adding 'suite' or 'unit' is recommended to avoid confusion, and to differentiate it from the main building number, this is especially essential when the unit/suite number exists elsewhere on the same street, as a main building number. Most times, white numbers contrast the best on clear glass.
- Plazas and other commercial buildings with multiple addresses, the range of addresses shall also be posted on the main plaza or occupancy sign viewable from both directions of the street.

Disclaimer: The issuance of this address is for E911 purposes only and does not validate the structure to be in compliance with the Florida Building, Fire Code or Seminole County Land Development Code. All addresses are assigned and entered into a 911 map and used by the 911 communications call center, during a 911 emergency call.

ADDRESS CONTACTS

As stated in the readdress letter, we will send notification to the post office, power, phone and other agencies. However, to maintain uninterrupted service, it is imperative that you also follow-up & contact these agencies to ensure the address has been changed. Don't forget to change the address with your personal contacts such as your Alarm Company, Bank, Mortgage Company, Insurance Company, Schools, Cellular Phone and Credit Card Company

DRIVERS LICENSE: EFFECTIVE JANUARY 1, 2010, THERE IS NEW FEDERAL ID DOCUMENT REQUIREMENTS, visit www.GatherGoGet.com and <http://www.seminoletax.org/driverlicense/dloffered.shtml> for more information and to **schedule an appointment. Present a copy of the Official Readdress Letter at the *Casselberry or *Lake Mary Tax Collector's Office and your Drivers License and Vehicle Registration address will be changed at no cost to you.** However, Fee's will be Accessed for license Renewals or Other Changes.

Since the structure/property is readdressed and you have not moved from one physical location to another, please do not complete a change of address with the Post Office. Completing a change of will cause mail delivery issues.

DRIVERS LICENSE & VEHICLE REGISTRATION OFFICES

407-665-1000

(No Fee Address Changes With Readdress Letter In Casselberry & Lake Mary Offices ONLY)

*Casselberry 104 Wilshire Blvd

*Lake Mary 845 Primera Blvd

(<http://www.flhsmv.gov/offices/seminole.html>

www.flhsmv.gov/ddl/addresschange)

VEHICLE REGISTRATION

NO Drivers License Services

www.seminoletax.org
407-665-1000

Altamonte Springs Oak Groves Shoppes

995 N SR 434 #505

Oviedo

1490 Swanson Drive #1000

Sanford

1101 E 1st Street

CABLE TV

Brighthouse Networks

www.mybighthouse.com
407-291-2500

Direct TV

www.directtv.com
800-481-6920

CONCEALED WEAPONS

Florida Department of Agriculture and Consumer Services

www.freshfromflorida.com/Divisions-Offices/Licensing
850-245-5691

MAILINGS

DHL Worldwide Express

www.dhl-usa.com
800-225-5345

Federal Express

www.fedex.com/us
800-622-1147

United States Postal Service

www.usps.com
800-275-8777

OCCUPATIONAL LICENSE

Tax Collector

www.seminoletax.org
407-665-1000

PASSPORTS

US Dept of State

www.Travel.State.Gov
877-487-2778

Note NO Notification of Address Changes Required after your Passport is Received

PHONE

AT & T

www.att.com
800-464-7928 (Residential)
800-499-7929 (Business)

Century Link

www.centurylink.com
800-339-1811

POWER

Duke Energy

www.progress-energy.com
800-749-1677

FPL

www.fpl.com
800-226-3545

SOCIAL SECURITY

www.socialsecurity.gov
101 Commerce St Suite 200
Lake Mary
800-772-1213 or
866-964-7379

WATER UTILITIES

Altamonte Springs

www.altamonte.org
407-571-8044

Aqua America

www.aquaamerica.com
877-987-2782

Casselberry

www.casselberry.org
407-262-7700 x 2014

Lake Harney Water

www.lakeharneywaterassociation.com
407-575-8659

Lake Mary

www.lakemaryfl.com
407-585-1448

Longwood

www.ci.longwood.fl.us
407-260-3470

Midway-Canaan

Water

407-323-1714

Oviedo

www.cityofoviedo.net
407-971-5535

Sanford

www.sanfordfl.gov
407-688-5100

Utilities Inc

www.uewater.com
407-869-1919

Winter Springs

www.winterspringsfl.org
407-327-5996