



County ordinance requires that each new structure be assigned a physical address unless the new building is an accessory building on a property that already has an address assigned to it. To view the entire ordinance, go online to www.dcoem.org/911. **It is recommended that property owners fill this form out and return as early in the building process as possible. There can be delays in installation times due to seasonal and other factors.**

Fee: \$40.00

Return this form along with your check payable to:

Dickinson County E-911
 1802 Hill Avenue, Suite B103
 Spirit Lake, IA 51360

Property Owner Information

Owner's Name: _____ Daytime Telephone: _____

Mailing Address: _____ E-mail Address: _____

Property Information

Parcel Identification Number (PIN):

****REQUIRED** (This number can be found on your property tax statement or at www.dickinson.iowaassessors.com.)

Is your driveway in? Yes No

If not, how is it marked? _____
(Driveway site MUST be clearly marked. If it is not, there will be a delay in assigning a number.)

Nearest Address Sign: _____

Nearest Intersection: _____

Do you share a driveway? Yes No

If YES, what is the 911# of shared drive: _____

SKETCH A MAP BELOW: Show location of driveway in relation to nearest 911# or intersection. Include any notes you feel would help us locate your driveway. Use the back of this sheet for additional information if necessary. If you have any questions regarding what is required for this form, please contact us at 712-336-3987.



FOR OFFICE USE ONLY — DO NOT WRITE BELOW THIS LINE

Date paid: _____

Receipt #: _____

Computed Physical Address: _____

Date of field work: _____

By: _____

Date entered In Property Records: _____

Date Mapped: _____

Notified: _____

- Property Owner
- City Hall (City Addresses Only)
- Zoning (County Addresses Only)
- Assessor's Office
- GIS Department
- Sign Maker
- Sign Installer