

Jefferson County Addressable / NonAddressable Structure Guideline

	An addressable structure is primarily defined, by ordinance, as any place a person would live, work, worship, or play. The structure must be permitted, permanently anchored, and in compliance with all applicable impact fee, building code, subdivision, and/or zoning regulations. Additionally, a structure may be given an address if it contains a landline telephone connection, electrical utility, automatic emergency alarm/notification system, or other utility or emergency response reason for addressing, per discretion of the GIS/Addressing Office.
	<b><u>Addressable Structure Definitions</u></b>
Bus stops	Any shelter designed to temporarily protect commuters or school children while awaiting transportation. Must be an official bus stop, per the Jefferson County School Bus Garage or Eastern Panhandle Transit Authority.
Campground, Campsite	An area or premises operated as a commercial enterprise, generally providing space for seasonal accommodations for campers, trailers, tents and RVs on a transient or seasonal basis. Not intended to be permanent year-round occupancy, and shall not be construed to mean a Mobile Home Park. A permanent space designated for camping or travel trailer with water/sewer/electric hookup (see KOA or Allen's Wonderland as an example).
Church	A building or site wherein persons regularly assemble for religious worship and which is maintained and controlled by a religious body organized to sustain public worship, together with all accessory buildings and uses customarily associated with such primary purpose. Includes synagogue, temple, mosque, or other such place for worship and religious activities.
Commercial Building	Any wholesale, retail or service business activity established to carry on trade whether or not for profit. Includes storage facilities of a commercial nature containing independent, fully enclosed bays which are leased to persons exclusively for storage of their personal property.
Commercial Farm (Barn)	A working farm barn may be addressed if it is a permitted structure, must have a NRCS/FSA Farm Conservation Plan or Assessor's Farm Use Valuation, must have driveway entrance from named road, and cannot be situated with an existing addressed structure (farm house, etc) Farms, fields, or pastures, without office space or permitted business use buildings in which electric and/or telephone service exists, are not addressable.
Dwelling Unit	As defined by County Zoning, Subdivision and/or Impact Fee Ordinances; one room, or rooms connected together, constituting a separate, independent housekeeping establishment for owner occupancy, or rental or lease.
Dwelling Unit (Accessory Agricultural)	A dwelling unit that is incidental and subordinate to the principal dwelling unit, which is located on the same lot as the principal building, and is limited to use by a person (and family) who performs agricultural work on the property or acts as a caretaker for the property.
Dormitories	Multi-unit structure providing temporary lodging (Shepherd University, NCTC, CBP, Priestfield, etc.)
Duplex	A combination of no more than two single-family dwelling units, with each individual dwelling unit located on its own legal lot, and sharing a common lot line and a common vertical wall
Government Buildings	Individual buildings containing the function or agency of Federal, State, Local or Municipal authorities: Court House, Fire & Rescue, Police, etc.
Historic Resource	A structure possessing historic importance as defined by the USDOJ, WVSHPO, or JCHLC.
Industrial Building	Manufacturing, heavy trucking, extensive warehousing or other enterprises with significant external environmental effects.
Mobile Homes or Mobile Home Park	Trailer in mobile home parks or free standing on single lot. A lot, site, or parcel of land used or intended to accommodate two (2) or more mobile homes for residential purposes with adequate public or community water and sewerage service meeting Health Department standards.
Multi-Family Apartment Building	A building containing three or more dwelling units, which may include rental or condominium residential units.
Office Space	A building used primarily for offices for administrative, executive, professional, research, or similar organizations; and for real estate, advertising, and insurance agencies and similar firms.
Public Gathering Sites	Parks & Recreation Facilities: snack bars, maintenance facilities, gymnasiums, public pools, ball field press rooms; river outfitter launch sites, cemeteries not associated with a nearby church, quarries (if permitted for recreation), etc.
School	Primary educational facility (elementary, middle, high, private), maintenance bldg, bus garage, etc.
Seasonal Home	Bungalows, cabins, etc., often 2nd homes used periodically or seasonally by owner.
Single Family Residential Home	A detached building containing only one dwelling unit and not occupied by more than one family.
Townhouses	One of a series of three or more attached dwelling units, typically in a row, separated from one another by continuous vertical party walls without openings from basement floor to roof.
Utility (Structure)	Free standing structures containing electromechanical or industrial equipment like gas tank field, sewer plants, water treatment facility, electrical distribution compound, cell towers, monopoles, traffic monitoring devices, railroad communications switches, etc.

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	<b><u>Non-Addressable Structure Definitions</u></b>
Barn (Non-Commercial)	Large accessory structure for containment of materials, tools, animals, etc. Barns will not be addressed absent electricity, phone line, or frequent commercial use.
Boat Ramp	Private water access, boat launch, or dock intended for personal use only.
Garages	Private accessory structure or carport for storing vehicles, attached or free-standing. Garages are not addressable absent permitted use as dwelling unit or business.
Gates	Any barrier, road block, gate or chain, mechanical or powered, limiting access to a property.
Hydrants	Valve in water line for fire protection.
Mail cluster boxes	Group mail delivery containers, typically providing service to a subdivision HOA, neighborhood or apartment complex. USPS does not allow rural delivery to a fictitious address assigned to this structure. Rather the mailing address is the resident's physical location address and the postal carrier delivers it to the local box number.
Ponds	Any natural or manmade surface water source; excepting certain Quarries - see Public Gathering Sites above.
Recreational Vehicles (RV)	Towed or engine-powered, any vehicle that is mobile and easily relocated. Any disabled RV that intends to become a permanent mobile home residence must pass inspection as a dwelling unit by JC Engineering and is subject to Impact Fees or seasonal use rules.
Restrooms	Porto-Potties, public bathroom facilities, portable or permanent.
Storage accessory structure	An enclosed storage facility, warehouse, shed, or accessory structure of a private nature used for containment or storage of materials, tools, household goods, vehicles or personal property
Street Lights	A street light, lamppost, street lamp, light standard, or lamp standard is a raised source of light on the edge of a road, which is turned on or lit at a certain time every night to illuminate the driving route.
Telephone poles	A utility pole, telephone pole, power (electricity) pole, is a pole used to support overhead electrical wires, cables, and optical fiber and associated equipment.
Tents	A tent is a temporary shelter, free-standing or anchored, consisting of sheets of fabric or other material draped over or attached to a frame of poles or attached to a supporting rope or stakes.
Uninhabited, abandoned Structures	Abandoned, dilapidated, uninhabitable structure or foundation of any type, typically without water, sewer, electric, etc. Cannot pass inspection for occupancy permit. Exception considered for historical structures recommended by the Historic Landmarks Commission.
Utility (Vacant)	Land with no addressable structure, upon which owner wants to receive utility services (electricity, internet, cable, etc.)
Vacant Lots	Empty parcel or lot, farm field, woodlot, absent of any structure or addressable feature