



# Wirt County 911 Addressing & Mapping

PO BOX 70 - 38 Juliana St. - Elizabeth, WV 26143  
(304) 275-3766 - Fax (304) 275-3767

- **What do I need when I pickup my sign?**

When you pick up your 911 sign, you will need to verify the structure information, including the telephone number, the photo, and the location. If you are not the owner, you will need to provide the owner's contact information. You will then receive your sign and instructions on where to place your sign. Finally, you will be required to sign an acknowledgement that you received the sign.

- **Where do I need to place my sign?**

When you come in to the office to pick-up your sign, we will give you specific instructions about where to place your sign.

- **How much will my sign cost me?**

One (1) sign will be provided by the Wirt County 911 Advisory Board, as long as the funding permits. The property owner will be responsible for any installation fees.

- **Can I order an additional sign?**

**Additional residential signs** may be ordered at the 911 Addressing & Mapping Office. Additional signs will not be ordered until payment of \$10.00 per sign is received. *Payments must be in the form of check or money order made out to: "Wirt County Commission."*

*Please note, we have a minimum quantity of 20 per signage order. Therefore, there may be a delay in getting your sign. In this case, we encourage you to place a temporary sign until your official 911 sign is received.*

- **How do I get a new notification for my structure?**

If you need a new copy of your 911 address notification, all you have to do is call our office and update your information. We will then update the notification and mail you a new copy.

- **How do I get a notification with my 911 address for my insurance or mortgage?**

If your insurance or mortgage company has notified you to provide proof that your 911 address and your previous address are the same structure, please call our office to update your information. We will then mail you a copy of the new notification.

- **I need an address for my new construction. What do I need to do?**

Please complete the new construction form in its entirety. Then contact our office at 304-275-3766 to provide us with the complete information.