



RDCK Civic Addressing FAQ's and Business Rules

Updated: 11-21-2023

Contents

Purpose	2
Frequently Asked Questions	2
Who has Addressing Authority?	2
How is Addressing Managed for 911?	2
Why Should I Apply for a Civic Address?	2
How Do I Know if I Have a Civic Address?	3
How can I Apply for a Civic Address?	3
What is the Civic Address Notification Process?	3
How can my Civic Address be Changed?	3
How are Address Numbers Assigned?	3
When are Units and Suites Assigned?	4
How are Community Names used for Addressing?	4
What Practices are Followed when Determining and Assigning a New Address?	4
What are the Requirements for Addressing Signage?	4
What is the Difference Between a Civic Address and Mailing Address?	5
How Does a Property Owner Acquire a Mailing Address?	5
911 Requirements for Addressing	5
Road Information	6
Public Roads	6
Private Roads	6
Municipal Addressing	7

Purpose

The **RDCK Civic Addressing FAQ's and Business Rules** is a public reference document to help RDCK residents and property owners understand the complexities of addressing in our large rural area.

It provides a summary of processes, rules and 911 dispatch requirements, and provides links to more information.

For more details or questions, please contact the GIS Department at maps@rdck.bc.ca.

Frequently Asked Questions

Who has Addressing Authority?

The RDCK is the addressing authority for all rural properties in the Regional District of Central Kootenay. Municipalities are responsible for addressing properties within their municipal boundaries.

How is Addressing Managed for 911?

RDCK GIS Department manages addressing data for 911 Dispatch. Addresses are assigned so that Fire and Emergency Services can locate them as quickly as possible and must follow 911 dispatch requirements.

Why Should I Apply for a Civic Address?

Property owners should ensure they have a civic address registered with the RDCK so that 911 Emergency Services and Fire Services will be able to locate their home or business in the event of an emergency or when a call is placed to 911.

How Do I Know if I Have a Civic Address?

Existing, registered Civic Addresses in the RDCK will appear in the [RDCK Public Web Map](#). They can be searched for and confirmed by property owners or members of the public. **If an address does not appear in the web map, it is not registered in the RDCK system and does not exist in the 911 database.**

How can I Apply for a Civic Address?

Addressing is assigned when a property owner applies for an address using the [Civic Address Application Form](#) or applies for a building permit. More information on how to apply for an address and associated fees are available on the [Civic Addressing web page](#).

What is the Civic Address Notification Process?

The RDCK GIS Department will provide an addressing confirmation letter by email to notify the property owner, BC Assessment, Canada Post and 911 dispatch, for all new or changed addresses in the RDCK.

How can my Civic Address be Changed?

- The RDCK GIS department may change or re-assign a civic address where necessary to resolve potentially confusing irregularities or for public safety reasons
- Address changes requested by owner will be submitted with an [Civic Address Application](#) and fee
- There will be no fee required if the change is initiated by the RDCK
- Address changes will happen in consultation with property owners by email, phone or letter

How are Address Numbers Assigned?

Each structure on a property which is a residence or commercial business will be assigned its own address number (ie: 456, 460, 464)

When are Units and Suites Assigned?

A structure containing more than one residence or business will be assigned a single address number with multiple suites or units (ie: 1230 A, 1230 B, 1230 C)

How are Community Names used for Addressing?

Each address will be assigned a community name based on the community where it is located. The community name helps differentiate it from other similar addresses in the region. There may be repeated street names and numbers within municipalities or along highways due to the RDCK's large geographic area (ie: First St, Main St, Highway 3A).

What Practices are Followed when Determining and Assigning a New Address?

- An address will not be a duplicate of any other address in the RDCK
- Numbers will fit logically between neighbouring addresses and leave room for future addresses (resulting from construction of additional dwellings / businesses or subdivisions)
- Addresses will represent the location of a site, a structure, or access to a site or structure
- Addresses are assigned based on the road name, number range and community where they are located
- Address numbers are assigned according to odd and even sides of the street and must be consistent down the full length of the road
- For specific addressing assignment questions contact the GIS department at maps@rdck.bc.ca

What are the Requirements for Addressing Signage?

Property owners must display clear addressing signage, in order to provide good visibility for 911 services. More detailed recommendations are described in the [Addressing Confirmation Letter](#).

What is the Difference Between a Civic Address and Mailing Address?

Civic Addresses represent the location of a site, a structure, or access to a site or structure, is assigned by the RDCK and used for 911 dispatch. A Mailing Address is registered with Canada Post and used to receive mail to a residence or business.

How Does a Property Owner Acquire a Mailing Address?

Canada Post requires property owners to have a registered RDCK Civic Address on an occupied property to acquire a mailing address. Canada Post is notified when a new address is registered with the RDCK. For more information, visit the [Canada Post Address Guidelines](#) web page.

911 Requirements for Addressing

- 911 Address requirements and standards are defined by the Next Generation 9-1-1 initiative to improve public emergency communications services. For more information, review the CRTC web page on NG911 <https://crtc.gc.ca/eng/phone/911/gen.htm>
- Addresses must represent the location of a site, a structure, or access to a site or structure
- Addresses are assigned based on the road name, ranges and communities where they are located
- Address numbers are assigned based on odd and even sides of the street and must be consistent down the full length of the road
- The address number, street name, type and localities should be consistent with the access road

Road Information

Public Roads

- All rural public roads in the RDCK are named, owned and maintained by MOTI. Municipalities own and maintain roads within their municipal boundary
- New rural roads are approved by MOTI through the subdivision process
- Prior to Subdivision, new MOTI road names will be referred to the RDCK GIS department to identify any potential issues with future road names or addressing

Private Roads

- Addressing may be assigned off private roads if appropriate
- All private roads and addressing on private roads must be approved in advance by the RDCK GIS department
- RDCK GIS department will maintain the data for approved private roads and provide that data to 911 for dispatch purposes
- Private road names must be original and submitted to the RDCK GIS department for approval
- Property owners are responsible for maintaining and providing signage for private roads
- Private roads may be appropriate for strata's (land or building) and must follow the rules above
- The GIS department may refuse to create or address off a private road if it is not appropriate or reasonable to do so

Municipal Addressing

- All Municipalities in the RDCK are responsible for addressing within their electoral boundary
- Municipalities MUST notify the RDCK by emailing maps@rdck.bc.ca all new or changed addresses so they can be incorporated into the GIS mapping data, which will be forwarded to 911 dispatch
- Municipal addressing MUST meet the 911 requirements above
- Municipalities should notify the property owner, BC Assessment, Canada Post, and 911 of all new or changed addresses
- Property owners within a municipality should contact the municipal office for addressing related enquiries