

Canyon County Development Services Frequently Asked Questions

Canyon County Development Services is responsible for assigning and maintaining addresses for all unincorporated areas within the county, excluding City of Nampa's Impact Area. The primary purpose of addressing is to assist E911 services and post offices while ensuring addressing conformity.

Address Assignment Process

Addresses are not determined or issued until a building permit for a habitable structure is granted. Vacant properties are not addressed. All addresses are subject to change during and after the application process for a building permit. If an access is constructed differently than what was submitted during the building permit process, the address is subject to change.

Steps to Obtain an Address in Canyon County

To obtain an address in Canyon County, you need to follow a few steps:

- For new habitable structures, a building permit is required and will be issued upon approval following a building and zoning review.
- For approved and recorded plats for subdivisions with buildable lots, addresses are assigned after the plat is recorded, and the County Assessor has assigned parcel numbers visible in the County GIS system.
- For plats recorded before 2000, buildable lots without an assigned address must obtain a building permit for habitable structures. The structure must comply with all building and zoning requirements, and a highway district approach permit is also required.
- Address Application: Property owners can apply for an address for habitable structures. The structure must meet all building and zoning requirements. A highway district approach permit is also required.

Types of Properties Eligible for Address Assignment

Addresses will be assigned to:

- Single Family Residences (SFR);
- Secondary Family Residences with a full kitchen and bathroom;
- Approved home businesses operating in a structure separate from a residential dwelling must provide proof of a valid state license and/or County approval to be legally recognized.
- Agriculture Businesses with approved building permits;
- Commercial and Industrial Businesses compliant with zoning or conditional use permits;
- Shops with Living Quarters, including a full kitchen and bathroom;
- Platted Subdivision Lots (lots over 5 acres require a building permit with a site plan);
- Pump Houses within Subdivisions;
- Farm housing for farm labor;
- Approved Telecommunication Towers requiring employee maintenance access.

How Are Address Numbers Determined?

Addresses are assigned based on a system of 1/1000th of a mile, which allows for 1,000 address numbers per mile. This translates to one address number for every 5.28 feet along a roadway. The specific address number is determined by the point where the main or primary driveway intersects the road. While the 5.28-foot interval serves as the standard guideline, certain addresses may not align precisely with this formula and will be assigned by the GIS and Addressing Department based on specific circumstances.

Can I Choose My Own Address?

No, the County utilizes an addressing grid and a specific formula to ensure there is adequate spacing between habitable structures and parcels.

Timeframes for Address Assignments and Changes

- **2-10 Days:** After submitting the Address Request Form or building permit (delays possible; private road may be required).
- **Administrative Split:** Longer due to zoning review.
- **Road Name Changes:** Requires a public hearing and additional time.

Posting Your Address During Construction

The property address will be posted in such a position as to be clearly visible and legible from the street or road fronting the property.

How to Display Your Physical Address

Numbers should be placed on the side of your structure facing the road from which the address was generated. Use block-style reflective numbers that are at a minimum of six (6) inches high. If your structure is set back far enough from the road that the numbers are not visible, use an address marker.

What Is an Address Marker?

It is recommended to use an address marker, which is a placard that displays the numeric portion of your physical address. It is recommended to be approximately six (6) inches high and eighteen (18) inches long. The numbers should be in block style, not script or roman, and should contrast sharply with the background color of the placard. It is suggested to place the placard approximately ten (5-10) feet from the edge of the roadway. Ensure that road signs and property numbers are clearly visible from the road to enable emergency responders to quickly locate individuals in need of law enforcement, fire, or medical assistance.

Why Did My Address Change? Common Reasons for Address Changes

Address changes may be required to improve 911 response efficiency, ensure compliance with the Addressing Ordinance, and eliminate confusion during emergencies. The primary goal of E-911 physical addressing is to enhance public safety and facilitate timely emergency response.

Consequently, addresses may be changed to eliminate any confusion that could hinder the efficient location of an E911 physical address during an emergency. **All addresses are subject to change regardless of how old the address is.** Common reasons for address changes include:

- **Relocation of Driveway Entrances or Changes in Access Points/Routes:** If the access point to your property changes, your address is subject to change to reflect the new location where your driveway intersects the road.
- **Incorrect Numeric Sequence or Even/Odd Number Placement:** Addresses must follow a specific numeric sequence, with even numbers on one side of the road and odd numbers on the opposite side. If your address is out of sequence or on the wrong side, the address is subject to change.
- **Incorrect Initial Assignments:** Some addresses may have been assigned incorrectly when first issued and need to be updated to comply with current addressing standards.
- **Public/Private Road Assignments or New Developments:** New subdivisions, road constructions, or changes in road designations (e.g., public to private) may result in addresses being subject to change.
- **Insufficient Spacing Between Address Numbers:** Addresses are assigned based on a system of 1/1000th of a mile (one address number every 5.28 feet). If spacing between addresses is insufficient, the address is subject to change.
- **Building Permit Reviews for Compliance:** During or after the building permit process, if the structure or access does not comply with the submitted plans, the address is subject to change.
- **Relocation of Habitable Structures:** If a habitable structure has been relocated on the property, the address may need to be adjusted to match the new location.
- **Requests from EMS or Emergency Agencies:** Emergency services may request address changes to improve response times or eliminate confusion in locating properties.
- **Access Differing from Submitted Site Plans:** If the actual access to your property differs from what was approved during the building permit process, your address is subject to change to reflect the correct access point.

Who does Canyon County Development Services Notice of Address Changes?

The DSD GIS Department notifies certain entities of address changes such as the US Postal Service, Fire District, Highway District, Canyon County Assessor's office, Canyon County Sheriff's Office, Canyon County Elections, Idaho Power, Digline, Centurylink, Southwest District Health, CableOne, Sparklight, and UPS.

Why does my property no longer have an address?

- **Retired Addresses:** An address is retired if the dwelling, structure, property or approved use is abandoned, demolished, removed, or expired.
- **Address Assignment to Structures, Not Land:** Addresses are given to structures, not land (except in subdivisions). If a subdivision property is abandoned or the structure is demolished, the address is retired.
- **Non-Compliant Buildings:** Addresses are removed if the property or structure does not comply with zoning regulations or changes in land use.

- **Conditional Use Permit:** if a conditional use permit has expired for the allowed use

Can I Change My Address as a Property Owner?

Yes, to request an address change, you must complete an address change application, submit an approved highway district approach permit for the new approach, and provide a site plan. All requests must comply with the Canyon County Addressing Ordinance and are subject to building and zoning compliance review. Please note that address changes can be denied if they fail to meet any section of the ordinance or if E911 identifies potential concerns.

Private Road Requirements and Driveway Naming

If the newly constructed habitable structure is the third structure sharing an access easement, a private road must be established. Any additional structure submitted to DSD for review can lead to discovering three or more habitable structure share an access easement and require a private road at that time. For shared driveways, legal access must be provided to three or more addressed/habitable structures or vacant lots created through an administrative split. If these criteria are met, a property owner may submit a private road name application. All addresses using the shared driveway, including the applicant's, will be subject to an address change.

Can I Change My Road Name?

Public and private road names are eligible for change. To begin the process, the parcel owner addressed from the road must submit a road name change application and pay the required fees. All proposed name changes require a public hearing and approval by the Canyon County Board of Commissioners. Affected property owners must also be given the opportunity to participate in selecting the new name. If a road name is changed, all properties using that road are subject to address changes.

Street Naming Guidelines

Choosing street names for private or public streets shall not:

- Contain hyphens, apostrophes, or other non-letter characters.
- Contain prefixes, suffixes, or directionals such as north, south, east, or west.
- Duplicate or sound alike an existing or reserved street name within Canyon County, including city limits.
- Be difficult to pronounce or spell.

Who Maintains Street Signs? What If One Is Damaged?

If a public road sign is damaged, report it to your local highway district for repair or replacement. For damaged private road signs, the property owners addressed from that road are responsible for replacement. Refer to your Road User Maintenance Agreement (RUMA) for specific maintenance responsibilities.

Private Road Maintenance

Who is responsible for maintaining my private road?

Certain private roads within subdivisions are owned or maintained by homeowners'

associations. The road user maintenance agreement (RUMA) specifies the responsibilities of landowners for the proper maintenance of a private road.

USPS Address Issues

If your address does not appear in the USPS ZIP Code [Lookup tool](#), please reach out to the GIS & Addressing Division. We will review the address, verify it is a valid address, notify the USPS Regional Office, and provide you with a confirmation of address, including an address certificate if applicable. Please be advised that it may take some time for the USPS to update their records accordingly.

Incorrect Address on Mapping Services

Why Does My Address Show Up Incorrectly on Mapping Services like Google Maps, Apple Maps, or GPS Units?

Many companies that provide online map searches may be several years behind in updating address and road information in their commercial mapping systems. The county does not have control over how these commercial data providers display addresses, and there is no central location for submitting our data. Addresses are submitted to the USPS; however, there is a delay as the USPS updates its system.

Address Verification Letters

My bank or other agency wants a letter of address verification or address change?

Please contact the GIS & Addressing Division to request an Address Certificate, Confirmation of Address letter or address change letter which can be provided by mail or email. This document can be presented to your financial institution or other agencies as proof of your address or address change.

Address Discrepancies

What if the address I am using does not match the address the County has on record?

If you identify a discrepancy between the address you are using and the address on file with the county, please contact the GIS & Addressing Division as soon as possible. Such discrepancies can impact 911 response times and must be resolved promptly. Property research, building permit review, and zoning compliance may be conducted to verify if a building permit for a habitable structure was applied for and approved.

In some cases, the county may update the address on record to align with the one you are using. However, if the address is on the wrong street, out of sequence based on your access point, or falls outside the designated range, you will be required to change it to comply with the Canyon County Address Ordinance.