

CIVIC ADDRESS FAQs

What is a civic address?

Your civic number is the main physical feature used by responders when locating the source of a 911 call.

A civic **address** consists of three parts:

1. The civic number
2. The road name
3. The E911 community name and county

e.g. 606 | Reeves St. | Port Hawkesbury, Inverness County

All three parts make the address unique and must be used precisely in the event of a 911 call.

A civic address is also used by Canada Post as a mailing address.

Civic numbers are assigned to buildings, ***not to vacant parcels of land.***

How do I get a civic address?

If you have an issue with an existing number such as a conflicting information from an agency or property record, or a wrong address on a tax bill e.g. or an address confirmation for Canada Post registration call the Civic Address Coordinator directly to resolve issues with existing civic numbers.

If you are in the process of building or planning to build; if you need a number for a work site, seasonal site, or power connection to a seasonal trailer then call the [*Building Official*](#) for your county directly.

For new construction, the civic address is assigned after the building permit is approved and the Building Official makes the first visit to the site - determining the address requires a site visit which is coordinated with the initial inspection.

After the required information is obtained from the Building Official, the number is assigned by the Civic Address Coordinator and entered into the E911 system.

Note: If there are three or more addressed buildings on a driveway it must be designated a private lane, given its own name and each building re-addressed to this lane. If this is your situation, to avoid delays contact the Civic Address Coordinator to begin the road naming process.

A civic number sign is included in the building permit fee. The sign and your notification letter should be mailed out to you two to three weeks after the Building Official's first visit to the site.

Please contact your Building Official if you need to know your address before you receive notification by mail.

What if I need a civic number before I start building?

The EDPC's process for addressing a new building requires a site visit by the Building Official. The civic address is assigned at this time - **not before**. Other agencies may claim that they can't provide you with service if you don't have an address; this is not true and in fact no agency can hold up your progress for not having your civic number. Nova Scotia Power only requires your building permit number for a temporary power connection.

Why is my address not in Google Maps? Why can't delivery services locate my address?

The Nova Scotia Civic Address File (NSCAF) is the only authority for addressing in the province. The NSCAF is the primary database for E911 civic numbers and is rigorously maintained. Google Maps or other online mapping sites as well as various commercial GPS brands have their own proprietary mapping and may not have the same information as it is in the NSCAF. The EDPC has no control over or input into any of these other mapping systems.

Useful links

To view your address from an official source, refer to the online *Nova Scotia Civic Address Finder*: <https://nsgi.novascotia.ca/civic-address-finder/> Type your address in to the search bar to go to your location or browse the map.

For more information on posting your number or road sign go to <http://edpc.ca/civic.htm>