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**ARTICLE VIII. - NUMBERING BUILDINGS** <sup>[28]</sup>

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**Sec. 4-361. - Base lines.**

Main Street and its continuation by an imaginary line through the city, from east to west, and Mill Street (Old Highway No. 77) and its continuation by an imaginary line through the city, from north to south, are hereby established as the base lines from which all houses are to be numbered in the city.

*(Code 1990, § 8-2-1)*

**Sec. 4-362. - Numbering from base lines.**

All houses shall be numbered from the base line of the street on which they are located, out such street to the corporate limits or to the terminus of such street, in regular order, the even numbers to be on the south and west sides of the streets, and the odd numbers to be on the north and east sides of the streets.

*(Code 1990, § 8-2-3)*

**Sec. 4-363. - Owners to place numbers.**

- (a) Owners of single-family, two-family, multifamily dwellings, commercial and industrial structures in the city are required to place or have placed the proper street number, building number, suite and/or unit number, in a designated location so that same can be plainly seen and read from the street and alley, when alleys are provided. Street numbers will be designated by the director of building inspection, division of the community development department. Building numbers, suite and/or unit numbers for multifamily and commercial structures shall be submitted to the city for approval by the owner or developer.
- (b) Where the owner is a nonresident of the city, the duty prescribed in subsection (a) of this section shall devolve on the occupant or manager of such structures.

*(Code 1990, § 8-2-4; Ord. No. 2019-5-95, § 1, 5-1-95)*

**Sec. 4-364. - Size and location of numbers.**

- (a)

[For] one- and two-family dwellings, numbers shall be minimum three inches high, posted front and rear when rear access is available. Numbers shall be posted on the principal structure at a minimum height of five (5) feet above existing grade. Numbers may also be posted on curbside mailboxes when available. Numbers shall be posted on a contrasting background and maintained clearly visible from the street and alley, when rear access is available.

- (b) [For] multifamily dwellings, building numbers shall be minimum 12 inches high, unit range numbers shall be minimum three inches high, and unit numbers shall be minimum three inches high. Building and unit range numbers shall be posted on two sides of every building. Location of building numbers and unit range numbers shall be designated by the fire marshal. Individual unit numbers shall be posted minimum five feet above existing grade or floor level. Street numbers shall be minimum three inches and posted minimum five feet above existing grade. All numbers shall be posted on a contrasting background and maintained clearly visible as defined by the fire marshal.
- (c) [For] commercial and industrial structures, all street numbers, suite or lease space numbers shall be minimum four inches high, posted front and rear when rear access is available. All numbers shall be posted minimum five feet above existing grade on a contrasting background and maintained clearly visible front and rear as defined by the fire marshal.

*(Code 1990, § 8-2-5; Ord. No. 2019-5-95, § II, 5-1-95)*

#### **Sec. 4-365. - Assignment of numbers.**

It shall be the duty of the director of building inspection division of the community development department, upon application or at his own election, to assign the proper numbers for all houses. The owner shall state the name of the street and the side thereof upon which house is situated, and the direction and exact distance from the nearest cross street in his application, or upon request by the director of building inspection division of the community development department. A complete record of the numbering of all houses and buildings in the city shall be prepared by the director of building inspection division of the community development department, or under his direction, and filed in the office of the secretary as a public record; such record shall be supplemented and amended from time to time, when necessary. House numbers shall be public property, and subject to change by the city, with or without notice, at the discretion of the director of building inspection division of the community development department.

*(Code 1990, § 8-2-6)*

#### **Sec. 4-366. - Display of numbers.**

- (a) All numbers for new construction shall be fixed and properly displayed as required by this article at the time the building, lease space, suite, or unit is released for occupancy.
- (b) All numbers for existing buildings, lease space, suites, or units shall be fixed and properly displayed after notification to the owner/occupant. A reasonable time, to be determined by the director of community development, will be granted for purposes of compliance.

*(Code 1990, § 8-2-7; Ord. No. 2019-5-95, § III, 5-1-95)*

#### **Secs. 4-367—4-385. - Reserved.**

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FOOTNOTE(S):

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<sup>(28)</sup> **Cross reference**— *Fire prevention and protection, ch. 5; streets, sidewalks and certain other public ways in property, ch. 13.* [\(Back\)](#)