

## **ARTICLE II. STREET NUMBERS FOR PROPERTIES AND BUILDINGS**

### **Sec. 24-16. Purpose and intent.**

This article, as adopted and amended, is intended to promote the general health, safety and welfare of the public. To these ends, the purpose and intent of this article is to:

- (1) Provide a uniform system of street addressing for all properties and buildings throughout the county;
- (2) Facilitate the provision of adequate public safety services; and
- (3) Relieve conditions causing difficulty in locating properties and buildings for county agencies, the general public and others.

(Ord. No. 86-2, 1-7-86)

### **Sec. 24-17. Uniform system adopted.**

A uniform system of numbering properties and buildings, as shown on the parcel identification maps maintained by the division of geographic information systems, is hereby adopted. All properties or parcels of land within the limits of the county shall be identified by reference to the uniform numbering system adopted herein. Buildings which house multifamily dwelling units, multiple offices or businesses shall have one address for each principal entrance and a unit, apartment or suite number to identify each separate unit related to the principal entrance address. Determination as to the requirement for unit, apartment or suite numbers shall be made by the division of geographic information systems, with consultation as necessary with fire and rescue and police. Street numbers shall be uniformly assigned, with numbers increasing from north to south and east to west as shown on the parcel identification maps. The directional orientation of a street shall be determined by the division of geographic information systems. Numbers on the north side of east-west streets shall be even and numbers on the south side of these streets shall be odd. Numbers on the west side of north-south streets shall be even and numbers on the east side of these streets shall be odd.

(Ord. No. 86-2, 1-7-86; Ord. No. 05-68, 10-4-05)

### **Sec. 24-18. Administrative authority, duties and responsibilities.**

(a) The director of the office of information technology shall be responsible for the interpretation, administration and enforcement of this article, and shall have the necessary authority to ensure compliance herewith, including the issuance of violation notices and any other appropriate action.

(b) All numbers for properties and buildings shall be assigned by the division of geographic information systems.

(c) The division of geographic information systems shall maintain records of all addresses for each property and building on the parcel identification maps, access to which shall be available in the offices of the division of geographic information systems.

(d) When street numbers are noted by the division of geographic information systems as either incorrect or otherwise in need of reassignment, the division of geographic information systems shall have the authority to affect and order a change in address in accordance with the provisions of this article.

(Ord. No. 86-2, 1-7-86; Ord. No. 05-68, 10-4-05)

**Sec. 24-19. Enforcement of numbering system.**

(a) Whenever the director of the office of information technology determines that any person is in violation of any provision of this article, he may give notice of such violation to the person failing to comply with any such provision and order said person to take such corrective measures as are necessary within 30 days from the date of notification.

(b) Such notice and order shall be sent certified mail with return receipt to the person committing or permitting the violation. The date shown on the return receipt shall be the date from which the 30-day period shall commence.

(c) If such person fails to comply with the order issued pursuant to this section, the director of the office of information technology may initiate such actions as are necessary to terminate the violation, including obtaining criminal warrants, applying to courts of competent jurisdiction for injunctive relief, or any other appropriate action.

(Ord. No. 86-2, 1-7-86; Ord. No. 05-68, 10-4-05)

**Sec. 24-20. Violations of article.**

A violation of any provision of this article shall constitute a Class 3 misdemeanor.

(Ord. No. 86-2, 1-7-86)

**Sec. 24-21. Display of number.**

(a) Each assigned address number shall be displayed at the front building entrance or that entrance which is clearly visible during both day and night from the street providing access to that building. If the address number cannot be posted on a building in a manner that makes it clearly visible from the street, then the address number shall be displayed at the end of the driveway nearest the street providing access to the building. Display of a street address at the corner of a driveway shall be such that clear identification can be made of the location of the building to which the address is assigned. Such identification shall be clear and visible and able to be made from both directions of travel on the roadway.

(b) Numerals indicating the official numbers for each principal building or each front entrance to such building shall be at least three inches in height and be posted in a manner as to be visible and distinguishable from the street on which the property is located. Non-numeric postings of street addresses shall not be permitted, except in cases where such postings are in addition to the standard numeric posting required.

(c) The display of street address numbers for multiple dwelling units, commercial and industrial buildings shall be solid numerals that are a minimum of six inches in height and one inch in width. Such numerals shall contrast with the background on which they are posted and be clearly visible from the street on which the building is addressed and from easements in the rear of such buildings.

(d) Guidelines for display of numbers are contained in the Design and Construction Standards Manual, § 600.

(e) The division of geographic information systems shall have the authority to grant special exceptions and to require the additional display of numbers as is necessary to facilitate the clear identification of a building.

(Ord. No. 86-2, 1-7-86; Ord. No. 05-68, 10-4-05)

**Sec. 24-22. Procurement of number prerequisite to issuance of building permit and occupancy permit for buildings under construction or repair.**

(a) No building permit shall be issued for any structure until the owner or developer has procured the official number of the premises from the division of geographic information systems. An occupancy permit for any structure erected or repaired shall be withheld until permanent and proper numbers have been affixed to such structure in accordance with the requirements of section 24-21.

(b) In the event that a structure is modified in use or design so that either a change in address or the assignment of additional addresses is required for continued compliance with this article, such addresses must be acquired through the division of geographic information systems in accordance with the provisions of this article. No building permit or occupancy permit shall be issued until the proper street address number(s) for a modified structure has been assigned.

(Ord. No. 86-2, 1-7-86; Ord. No. 05-68, 10-4-05)

**Cross references:** Building code, §§ 5-16 et seq.  
Secs. 24-23--24-29. Reserved.