

Chapter 105 – Buildings and Building Regulations

Article I. In General

Sec. 105-2. – Address sign regulations.

(a) *Definitions.*

- a. *Address sign.* Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These address numbers shall be limited to identification numbers only, written in Arabic numerical form. Numbers shall not be spelled out.
- b. *Front of the building.* The side of the building facing the street to which the building is addressed.

(b) *Auxiliary buildings exempted.* All auxiliary buildings within a lot having a building with an assigned number and buildings such as garages, barns and buildings, the likes thereof are not affected by this section.

(c) *Applicability.* All building and sign permits issued after (insert date of adoption here) that require a plan review shall comply with the standards of this section.

(d) *General regulations.* It shall be the duty of the owner, lessor, or occupant of every house, industrial, commercial, or other building, to have proper house or building numbers by affixing such numbers to the primary structure.

- a. *Specifications.* The address sign numbers shall conform to the size requirements listed as follows.

- i. The building number shall be clearly displayed, of a color in contrast with the color of the building to which it is attached, in such a manner that the number may be easily and clearly seen and read during all hours of the day, including during the hours of darkness, from the public street.
- ii. Numbers shall be displayed with a minimum height of four inches for residential structures.
- iii. On multi-tenant or commercial structures, numbers shall be displayed with a minimum height of 12 inches for single story buildings, 18 inches for two story buildings, and 24 inches for three or more story buildings.
- iv. On multi-tenant commercial structures, rear entry access doors must display the tenant business name and unit number, address of the commercial space, or indicate access doors to mechanical, electrical or sprinkler rooms. The letters and numbers shall be a minimum three inches in height.
- v. Buildings, which have a range of addresses for one building, shall display the range of numbers or addresses from lowest to highest.
- vi. The owner or manager of any multiple dwelling building with common entrances containing five units or more whether the units are rental or individually owned shall provide signs, including directional arrows, easily identifying the location of each dwelling unit in the building. The signs shall be placed in an obvious location inside each entrance to the building as approved by the Fire Marshal. For buildings with two or more floors, either above or below grade, similar signs shall be located on each floor across from stairways and from elevators if the building is so equipped. The lettering and numbering on the signs shall not be less than one and one-half inches in height and shall be of a contrasting color to the base.

- b. *Posted signs.* In those cases where the principal building is obscured from the view from the street by accessory buildings, trees, shrubbery or other visual obstruction, the numbers shall be displayed from a permanent mounting on the property, clearly visible from the street, displayed prominently in numerals not less than four inches (4") high, of a light reflective material of contrasting color to the background. The sign shall be double-sided and posted as to be seen from both directions along the street to which the property is accessed.

- c. *Construction site requirement.* Approved numbers or addresses shall be placed on all construction sites in such a way as to be plainly visible and legible from the street or road fronting the property. Address signage shall be installed prior to the start of any work on the site. Additionally, address signage shall be maintained at all times during construction.