

**GUIDELINES FOR POSTING OF ADDRESS NUMBERS**

- Made of Durable Weather Resistant Material
- Posted Numbers shall be one half (1/2) inch in width
- Numbers are to be Clearly Visible from the Right of Way, posted on the Structure Facing the Street to Which it is Addressed & Clear of any Obstructions such as Vegetation, Awnings, etc. Emergency responders need to easily see the address numbers in day or night from a distance (Numbers are NOT to be installed which could give the impression of a surrounding street sign, on a post at an intersection).
- The Color of the Numbers Must Contrast Well in Comparison to the Building Structure, Mailbox, Fence, Post or Signage that it is Installed Upon, so that it Stands Out and is Easily Seen Without blending in. Black/white address stickers are sufficient for use. (Do not use gold/black metallic stickers, the sun causes a glare which makes them hard to view). Most times, white numbers contrast the best on clear glass.
- Whole Numbers Only (no script writing, no roman numerals, no fractions, no alpha-letter's such as a, b, c)
- If access to the structure or property is by way of a street different from the address assigned, numbers shall be posted at the addressed street entry. Additional signage containing both the address number and street name shall be required at the entrance street.
- If the main entrance of a building is not readily visible from the street, numbers shall be posted on the structure and at the entrance street or adjacent driveway to the building on both sides of a fence, post, or mailbox.

**IF YOU HAVE A MAILBOX:**



- Mailboxes: Minimum four (4) inch numbers shall be posted on both sides, viewable from both directions. If your mailbox is located across the street from your driveway, post your number on the mailbox and on an address post or fence at your driveway entrance.
- If the existing mailbox is relocated/removed, you are required to permanently post the address numbers on both sides of an address post or fence, visible from both directions, at the driveway entrance to your property.

**FOR RESIDENTIAL STRUCTURES:**



- Residential Buildings: Minimum four (4) inches in height
- Structures over fifty (50) feet from street, Minimum five (5) inches in height required.
- Buildings set back from the street, Minimum five (5) inches in height or larger, posted on the structure and minimum of four (4) inch numbers shall also be posted on a sign, post, fence, or mailbox, viewable from both directions, directly adjacent at the driveway entrance from the addressed street.

**FOR COMMERCIAL STRUCTURES:**



- Commercial Buildings: Minimum six (6) inches in height
- Suite/Unit Numbers: Three (3) inches in height. (Apartments/Commercial Buildings) Posted directly above or on the side of all means of ingress/egress (install numbers clear of any obstructions, such as awnings or vegetation). **Adding 'suite' or 'unit' is recommended to avoid confusion, and to differentiate it from the main building number, this is especially essential when the unit/suite number exists elsewhere on the same street, as a main building number. Most times, white numbers contrast the best on clear glass.**
- Plazas and other commercial buildings with multiple addresses, the range of addresses shall also be posted on the main plaza or occupancy sign viewable from both directions of the street.