

PROPERTY MANAGEMENT GUIDELINES

Seminole County is responsible for all addressing functions within Unincorporated County and by the cities adopted Ordinance and Interlocal Agreement, is named the Addressing Agent for the Cities of Lake Mary and Longwood. Altamonte Springs, Winter Springs, Oviedo, and Sanford have their own Addressing Agents. However, all addresses are relayed to 911 Addressing and entered into one county GIS (Geographic Information System) 911 map.

This map is used by the Communications Call Center for 911 response and relates your address to the Fire and Sheriff Department, during an emergency call. It is imperative that only addresses assigned by the County are used by the occupant. Any address not assigned by County, are not approved, and are considered a code violation per LDC Chapter 90 and will be corrected to the address as assigned by Seminole County. Unapproved addresses that do not plot on the 911 map cause confusion for the location of the emergency and ultimately causes a delayed response time.

- Multi-tenant commercial structures will be assigned a main building address number in conjunction with unit numbers to identify an occupied tenant space. Buildings with an even numbered main address shall have even numbered units; and buildings with an odd address number shall have odd numbered units. The first number in the unit number shall identify what floor the tenant space is located; Example: 1st floor begins with 1, 2nd floor begins with 2, 3rd floor begins with 3, and so on.
- Commercial multi-tenant buildings such as plazas or office buildings, are assigned four-digit unit numbers. Multi Residential buildings such as apartments, are assigned three-digit unit numbers.
- Unit numbers are assigned to flow in sequence with the building floor or can flow in sequence to the numbering of the street. One unit/suite number is assigned per occupied permitted tenant space, based on the Florida Building and Fire Codes, such as firewall separations, providing there are no inter-connecting doors to other units, and have separate utilities & meters, separate bathrooms, separate ingress/egress, etc.
- Tenants that move from one space within a building to another space (or floor) are not allowed to take the unit/suite number with them. The number does not belong to the tenant/business. The unit/suite number is assigned to identify a specific location (for a particular tenant space) within the building.
- When the property is within a City jurisdiction, the city will review the building permit submittal. For Unincorporated County, Address assignment is during the building permit application review process and is released to agencies when the building permit is issued. For new development, comments are made regarding addressing and fees through the Development Review (DRC) process. All building permit submittals should include an overall site plan identifying where the work is located, the existing floor plan and proposed floor plan showing tenant separation walls, ingress/egress, doors, address/suite #, business names, north arrow, street names, etc. Due to the County's Eplan building permit submittal process, you will need to contact our office in advance, prior to submittals, for any vacant/unaddressed properties. All new buildings and new interior tenant spaces require the correct address and unit number to be labeled on the building permit submitted plans.
- For Unincorporated County, after the building permit is issued, the address is released to agencies such as 911 Administration, Phone Company, Post Office, Power Company, Property Appraisers Office, Public Safety Fire & Sheriff, Seminole Tax, USPS, and TomTom for Navigation.

GUIDELINES FOR POSTING OF ADDRESS NUMBERS

- Made of Durable Weather Resistant Material
- Posted Numbers shall be one half (1/2) inch 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.
- 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 Stands Out and is Easily Seen Without blending in.
- Whole Numbers Only (no script writing, no roman numerals, no fractions, no alpha-letter's such as a, b, c)
- 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.
- 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 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 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 at the driveway entrance from the addressed street.



FOR COMMERCIAL STRUCTURES:

- Commercial Buildings: Minimum six (6) inches height
 - Suite/Unit Numbers: Three (3) inches 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.
- Disclaimer:

