

## CHAPTER 108 – NUMBERING AND PLACEMENT OF NUMBERS ON HOMES AND BUILDINGS

A. PURPOSE AND INTENT. In 1999, Houston County upgraded their 911 system to Enhanced 911 (E-911), which requires that all addresses be entered into their data base. In order to accomplish this all Spring Grove addresses needed to be standardized as many could not be standardized for the E-911. In 1999, Ordinance 115 was passed regulating the numbering and placement of numbers. This Chapter replaces Ordinance 115 and the full intent and purpose.

B. DUTY OF OWNER. It shall be the duty of the owner, agent, lessor or occupants of every house, industrial, commercial, apartment or other building to have proper house or building numbers. Numbers shall be placed so as to easily be seen from the street. All auxiliary buildings within a unit having an assigned number, such as garages, barns and buildings of like nature are not affected by this Chapter. The numbers shall be affixed prior to occupancy of the premises.

C. PLACEMENT OF NUMBERS. Numbers shall be placed on the home or building to the upper right area of the entrance on the side of the house facing the street. In the event there is no entrance on the street side or there are such obstacles as porches and balconies, adjoined garages can be considered as part of the entire structure.

D. TYPE OF NUMBERS. Numbers will be at least three and one-half (3 ½) inches in height and shall be in a contrasting color to the base and shall be made of reflective material. Numbers will be mounted to a plate secured to the building. Numbers must be purchased from the City Clerk at City Hall in the City of Spring Grove.

E. MULTIPLE UNIT NUMBERING AND IDENTIFICATION SIGNS.

1. It shall be the duty of the owner or manager of every multiple dwelling building containing five (5) or more rental units and the owner or occupant of every individually owned dwelling unit in any such multiple unit building to properly identify each dwelling unit by attaching identification numbers on or adjacent to each entrance to the individual units. The number shall be not less than one and one-half (1 ½) inches in height and shall be of a contrasting color to the base.
2. In addition, the owner or manager of any multiple dwelling building with common entrances containing two or more units or more whether the units are rental or individually owned, shall provide signs, including directional arrows, easily identifying the 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 (1 ½) inches in height and shall be of a contrasting color to the base.

F. ASSIGNMENT OF NUMBERS. The City Clerk shall be responsible for maintaining order in the official numbering system. In the performance of this responsibility the City Clerk shall be guided by the Official Street Map and shall keep a record of all changes in the official numbering system. Numbers will be assigned by the City Clerk to all properties within the City limits.

G. NEW STRUCTURES. Whenever any house or building is to be erected hereafter, a number shall be assigned by the City Clerk at the time the building/zoning permit is granted. No change of address without shall be made without consent of the City Clerk.

H. VIOLATIONS. Whoever shall fail to comply with any provisions of this Chapter shall be guilty of a misdemeanor and shall be punished in accordance with Title 1900 of this Code. Police officers, Zoning Administrator, Fire Chief or their designees may issue citations for violations of this Chapter.