

# **Is Your Address Displayed Correctly?**

## **CAN WE FIND YOU IN CASE OF AN EMERGENCY?**

Every structure assigned an address must have the address posted in a visible location. Posting your address correctly will:

- Help Emergency Responders protect you and your family in the event of an emergency. By making sure your address is visible, you will allow Emergency Responders to locate you quicker.
- Give your structure identification. By properly posting your address in the correct place, you also allow delivery services, postal services and utility service providers to find you quicker. Without your address properly posted, they may not be able to find you.

### **Address Number Placement Requirements**

Even if you receive your mail at a Post Office box, it is still important to post your assigned address.

Follow these tips in order to make sure emergency responders can find you. Every second counts!

#### **Size Requirements:**

##### **Residential**

All new residential single-family homes must have numbers that are at least 4 inches high. Multi-family buildings such as apartments and condominiums must have numbers that are at least 6 inches high.

##### **Non-Residential**

New office, commercial, retail, industrial and other non-residential buildings must have numbers that are at least 6 inches high.

**You can help emergency responders locate your house or building by properly displaying your address and following these simple requirements:**

##### **Color**

The color of your address numbers must contrast with the background. It is also helpful if the numbers are reflective.

##### **Placement**

Address numbers must be placed within 3 feet of the front entrance of the house or in a location that can be seen from the street in both directions. Numbers on mailboxes alone do not meet the postings requirements.

##### **Maintenance**

If address numbers are placed where grass, vines or other plants can grow and affect visibility, the owner must properly maintain the growth so that the numbers are always visible.

If address numbers become damaged for any reason, it is the owner's responsibility to fix them. Make sure the numbers are repaired and serve their purpose.

## **Driveways**

All driveways must provide a clear and passable access from the street and at the location from which the structure is addressed.

## **Secondary Signs**

If the addressed structure is more than 75 feet from the road, additional postings will be required. Signs are required to be at the intersection of the legal driveway and the roadway the structure is addressed from, as well as on or near the structure itself.

# **Franklin County Regulation Overview**

(Refer to the Development Ordinance Article 29)

- Addresses must be posted during construction of a new structure and properly maintained thereafter.
- Address numbers and letters must be at least 4 inches in height on single family residential structures and at least 6 inches on apartments, condominiums and commercial structures.
- Non-residential structures address numbers must be at least 6 inches in height. If the building is more than 75 feet from the road, additional postings may be required.
- For residential structures; address numbers must be placed within a 3 foot perimeter of the front entrance in a location visible from the street. For non-residential and multi-family structures, they must be placed in the approximate center of the structure or where it can be most easily read from the street.
- In the event a resident is more than 75 feet from the road, then additional address numbers must be placed at the intersection of the legally recognized driveway and road the residence is addressed from.
- Address numbers and letters must be in a color contrasting with the color of the house and any framing the address numbers are permanently set on.
- The owner of the structure is responsible for maintaining the proper display of the address numbers and letters and for making sure the address is visible from the street.
- Official numbers and letters must be Arabic.
- Posting numbers on a mailbox will not fulfill these requirements; however numbers on the post supporting the mailbox are acceptable.

**Display your Address Correctly, It is the Law!**

**For questions regarding your address numbers placement, please contact the Franklin County Inspections Department at 919.496.2281**