

**CHAPTER 4**

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**Part 1**

**Numbering of Buildings**

**A. Numbering System.**

**§101. Definition.**

The word "building," as used in this Part, shall mean any structure suitable for use as a dwelling or place of business. (Ord. 4, 1/13/1994)

**§102. Numbering System Prepared by City Manager.**

A numbering system for the buildings on each public road shall be prepared by the City Manager, or such other person as may be designated by the City Council, in accordance with resolutions adopted from time to time. (Ord. 4, 1/13/1994)

**§103. Building Owner to be Promptly Notified.**

The City Manager shall give the owner of the building notice of the number assigned to such building upon issuance of a building permit. (Ord. 4, 1/13/1994)

**§104. Time for Affixing Numbers.**

Within thirty (30) days after such notice, the building owner shall affix or paint the assigned number upon the building or upon a permanent standard placed between the building and the road. (Ord. 4, 1/13/1994)

**§105. Specifications.**

Building numbers shall be at least three (3) inches high, and of such color and material as to be clearly visible from the road on which the building fronts. (Ord. 4, 1/13/1994)

**§106. Responsibility for Maintenance.**

Both the owner and the occupant of the building shall be responsible for the maintenance of the building number in complete and legible form. (Ord. 4, 1/13/1994)

## BUILDINGS

### **§107. New Buildings to be Promptly Numbered.**

When any building is hereafter erected upon a road for which a numbering system has been adopted, the owner shall immediately apply to the City Manager for a building number. (Ord. 4, 1/13/1994)

### **§108. Only Official Numbers to be Used.**

No number shall be used or affixed to any building for identification purposes except an official number assigned as provided by this Part and resolutions adopted. (Ord. 4, 1/13/1994)

### **§109. Penalties.**

Any person, firm or corporation who shall violate any provision of this Part shall, upon conviction thereof, be sentenced to pay a fine of not more than six hundred dollars (\$600.00) plus costs and, in default of payment of said fine and costs, to a term of imprisonment not to exceed thirty (30) days. Each ten (10) days that a violation of this Part continues shall constitute a separate offense. (Ord. 4, 1/13/1994)

## **B. Criteria for Assigning Numbers.**

### **§111. Criteria for Assigning Numbers.**

1. From the stated beginning point of each road, even numbers shall be used on the right side and odd numbers on the left side.
2. One (1) number shall be assigned for each appropriate fifty (50) feet of frontage on the road.
3. Any house or main building directly in the rear of the numbered building shall use the same number as the front building followed by the appropriate alphabetical letter.
4. The numbering system shall apply to all roads within the City, whether public or private.
5. Immediately upon completion of the numbering system, the City Manager shall notify each resident on the aforesaid road, of the number assigned to his or her house or main building.

6. The City Manager shall keep a record of all building numbers assigned, and shall assign numbers to new buildings, in accordance with the building numbering system.

(Ord. 4, 1/13/1994)