**SAMPLE ORDINANCE FOR PREMISE IDENTIFICATION. MODIFY AS NEEDED TO MEET LOCAL NEEDS. Drafted: April 30, 2021**

**Ordinance No. \_\_\_\_\_\_\_**

**ORDINANCE TO REQUIRE PREMISES IDENTIFICATION THROUGH NUMBERING OF PROPERTIES IN CITY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WHEREAS**, the Board of Mayor and Aldermen of the City of \_\_\_\_\_\_\_\_\_\_\_\_ has authority under state law, located at *Tennessee Code Annotated* § 7-86-127, to require that all properties within city limits post street numbers identifying such properties; and

**WHEREAS**, properties must be identified by numbers that may clearly be viewed from the right of way in order to provide timely emergency response and other city services to such properties.

**NOW THEREFORE BE IT ORDAINED** by the Board of Mayor and Aldermen of the City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as follows:

**Section 1**. The governing body adopts these requirements for all properties located inside city limits:

**Premises Identification.**

1. All structures now or hereafter erected, including those under construction, which have been assigned a property number must conspicuously display said number in a position to be plainly legible and visible from the street or road fronting the property.
2. Address numbers for suites within a multiple tenant building or complex shall be individually identified in a manner approved by the fire/building official.
3. Where the building is not visible from the street, or more than one building is on a site, such as one on a long driveway or private roadway, provisions shall be made to clearly identify which driveway or roadway serves the appropriate address.
4. Address numbers shall be Arabic numerals and shall be numeral type rather than script type.
5. Numbers and letters shall contrast with their background.
6. For residential properties, address numbers shall be a minimum of 4 inches high, with a minimum stroke width of ½-inch. The address number shall be posted on the mailbox at the street as well as on the building.
7. For developments served by cluster mailboxes where no individual mailbox is provided in front of the house, the property owner shall install a post mounted sign near the curb displaying the assigned property number. Said sign shall be reflective with a green background and white numbers. Said numbers shall be a minimum of 4 inches high, with a minimum stroke width of ½-inch.
8. For commercial properties, numbers shall be sized according to the following chart:

|  |  |
| --- | --- |
| **Distance between building and street or roadway** | **Minimum height of numbers** |
| 0 - 100 feet | 4 inches |
| 101 - 150 feet | 6 inches |
| 151 - 200 feet | 8 inches |
| 201 - 250 feet | 10 inches |
| 251 - 325 feet | 12 inches |
| 326 - 400 feet | 16 inches |
| Over 400 feet | to be determined on a case-by-case basis |

1. For commercial properties, in addition to an address on the front of the building, street address numbers shall be prominently displayed on rear entrance or access doors of individual tenant spaces in multiple tenant buildings, and when required by the fire/building official.
2. It shall be the responsibility of the owner of the structure to ensure that the property number which has been assigned to the structure is affixed to said structure in accordance with this ordinance.
3. The property owner shall be responsible for the removal of any different number which might be mistaken for, or confused with, the number which has been assigned to the structure(s) located on the property.
4. It shall be unlawful for any person to alter, deface, or take down any number placed on any structure in accordance with this ordinance, except for repair or replacement.

**Violation and Penalties**

1. If the owner of any structure shall fail, refuse, or neglect to affix the assigned number to the structure, or replace it when necessary, the fire/building official may cause a notice to be personally served on such owner, or mailed by registered mail to his last known address, ordering the owner to place or replace a number. The owner shall comply with said notice within ten (10) calendar days from the date of receipt.
2. The owner of any structure located within residential areas of the city shall have sixty (60) days after the effective date of this ordinance to comply with the provisions herein.
3. If the owner fails to comply with the notice issued by the fire/building official, a citation to municipal court may be served requiring the owner to appear in city court and face fines levied for violation of this ordinance.
4. The violation of any section of this chapter shall be punishable by a civil penalty of up to fifty dollars ($50.00) for each separate offence, in addition to court costs. Each day a violation continues shall constitute a separate offense.

**Section 2**. If any section, clause or phrase of this ordinance is, for any reason, held to be unconstitutional or otherwise unenforceable, such decision shall not affect the validity of the remaining portions of this ordinance.

**Section 3.** This ordinance shall take effect and be in full force and effect from and after the date of its final passage and adoption.

Signed:  
  
  
  
  
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Mayor  
  
  
Attest:  
  
  
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Recorder  
  
  
Passed on first reading: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Passed on second reading: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_