

# **NUMBERING BUILDINGS**

## **Numbering of Buildings Required**

Be it enacted and ordained by the Mayor and Council of the Borough, and it is hereby enacted and ordained by the authority of the same. That all houses, dwellings, residences, offices, stores and places of business within this Borough, whether fronting on public streets or alleys or not, shall be numbered in accordance with the system adopted and used as follows:

## **Numbers Allotted to Each Block**

Except as hereinafter provided, one hundred (100) numbers shall be allotted to each block.

## **Odd/Even Sides Designated**

All streets and alleys extending in a general north and south direction shall have the odd numbers on the west side and even numbers on the east side; and the numbers shall increase from south to north.

All streets and alleys extending in a general east and west direction shall have the odd numbers on the north side and even numbers on the south side.

## **Designating the Prefix East/West to Certain Streets**

As to streets which cross the main street in the Borough which runs north/south, the portions lying east thereof shall be designated by prefixing the word "East" to the proper names of such street, and the portions lying west thereof shall be designated by prefixing the word "West" to the proper names of such streets; and the said streets so crossing shall be known and numbered accordingly.

## **Certain Provisions the Same for Other Streets**

On all streets and alleys extending east and west, but which do not reach the main street in the Borough, the numbers applicable to any block shall be the same as they would be if said street or alley were extended to the main street. And on all streets and alleys extending north and south, but not reaching the lines hereinbefore specified as the place at which to begin numbering north and south streets and alleys, the numbers applicable to any block shall be the same as they would be if such street or alley were extended to the said specified starting lines.

### **Numbering of Rear Buildings**

Buildings at the rear of others shall be numbered by adding the fraction one-half to the proper number of the building in front.

### **Duties of Owners**

It is hereby made the duty of every owner or part owner of a building required by this Part 1 to be numbered, to properly number the same within ten (10) days after the passage of this and to keep the same so numbered; and in case the owner of any such building shall not reside within the Borough, said duty shall devolve upon the resident agent of such owner; and if there be no such resident agent, then said duty shall devolve upon any tenant or occupant of such building. The tenant or occupant of any such building shall furnish to the proper Borough authorities, on demand, the name of the resident owner of such building, or of the proper agent, if such owner be a nonresident; and any such tenant or occupant who shall fail or refuse to do so shall be held liable to number such building in the first instance.

### **Requirements for Numbers**

The numbers herein required shall be of metal, easily legible, not less than two and one-half (2-1/2) inches in height, and so placed on the building as to be readily seen from the street or alley on which the building fronts.

### **Provisions Applicable to Future Streets Also**

The provisions of this shall apply as well to streets and alleys hereafter to be opened as to those now in existence.

This is a sample ordinance. We suggest that it be modified, as appropriate, to fit the needs of your borough. We also suggest that all proposed ordinances be reviewed by your solicitor. Although these are samples of ordinances which have been adopted by other municipalities, the Association cannot assume responsibility for ensuring their legality. We are pleased to provide this service free of charge to our members. If we can be of further assistance, please do not hesitate to contact us: **PENNSYLVANIA STATE ASSOCIATION OF BOROUGHES**, 2941 North Front Street, Harrisburg, PA 17110. 717-236-9526.