

# HOUSE NUMBERING FACT SHEET



*This document is intended for guidance only and does not relieve property owners of the requirements of the Municipal Code.*

<b>PURPOSE</b>	<p>Under §103-51 of Bella Vista’s Code of Ordinances, all existing and newly constructed structures are required to have address numbers displayed on the structure or property. This ensures proper emergency services and law enforcement routing to the structure in cases of catastrophe and efficient and reliable mail delivery.</p>
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<b>NUMBERS</b>	 <ul style="list-style-type: none"> <li>▪ Numbers must be a minimum of four (4) inches high with a minimum stroke width of one-half inch.</li> <li>▪ Building addresses shall be Arabic numbers.</li> <li>▪ Address numbers shall contrast with their background for increased visibility.</li> </ul>
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<b>LOCATION</b>	<ul style="list-style-type: none"> <li>▪ On every building, numbers shall be placed in a position that is plainly visible from the street or road fronting the property.</li> <li>▪ If locating numbers on the front of the building proves impractical due to physical limitations, then the following locations may be considered to fulfill the requirements of this section:             <ul style="list-style-type: none"> <li>▪ If a structure is not able to face the street that it is addressed on, then the structure’s address numbers and street name shall be displayed on the structure in a location approved by Department personnel.</li> <li>▪ If either of the above options proves impractical based upon physical limitation of the structure, a consistent signage, approved by Department personnel may be utilized to fulfill the requirements of this section.</li> <li>▪ If either of these options is considered, please contact the Community Development Services Department prior to installation.</li> </ul> </li> </ul>	
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<b>POLICIES</b>	 <ul style="list-style-type: none"> <li>▪ Building numbers must be in place on newly erected structures prior to the issuance of a Certificate of Occupancy.</li> <li>▪ When an existing address is found to be incorrect:             <ul style="list-style-type: none"> <li>▪ A notice alerting the owner and / or lessee that the address needs to be updated will either be sent to the last known address of the owner / lessee.</li> <li>▪ The owner / lessee will have ninety (90) days to change to address numbers from the date that the notice was delivered.</li> </ul> </li> <li>▪ Failure to change address numbers could result in improperly deliver mail, misdirected emergency personnel, and fines.</li> </ul>
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<b>QUESTIONS?</b>	<p><b>Community Development Services Department</b>          616 W. Lancashire Blvd.          Bella Vista, Arkansas 72715          (479) 268-4980</p>
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