

**CHAPTER 17**  
**911 ROAD NAMING AND ADDRESSING ORDINANCE**

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Adopted: July 11, 2000 Signed: \_\_\_\_\_  
Donna M. Waters, Clerk

**CHAPTER 17**  
**911 ROAD NAMING AND ADDRESSING ORDINANCE**

**17-101      Number and Letter Specifications and Displaying.**

It shall be the duty of the owners and occupants of every structure in the incorporated and the unincorporated areas of Bryan County to have placed immediately above, on, or at the side of the proper door of each building or house plainly visible from street, figures at least three inches high and not less than one-half inches in width or after June 1, 2000, four inch reflective, showing the number of the house; any person, firm or corporation failing to so number any house, building or other structure occupied by him shall be in violation of this ordinance and shall be penalized as specified in this ordinance. Where multiple structures are present on a residence or commercial property, the Bryan County 911 director or his designee will determine which structure requires an address. Numbers shall be made of a durable reflective material and must contrast the color of the house, building, structure or background.

1. Whenever any building or house is situated more than fifty (50) feet from the street line or when such building or house is not visible from the street, such number shall be placed near the walk, driveway or common entrance to such building or house, or upon a gate post or fencepost or other appropriate place so as to easily identify the property from the street. The address will also be displayed on the building or house as specified herein, as well as any mailbox associated with the property.
  
2. Where required by the 911 director or his designee, a directory sign shall be posted at each drive entrance, and at appropriate internal intersections to indicate the location of buildings or structures in multiple unit developments. Each building or structure shall be assigned a separate number or letter and such number or letter shall be posted as specified above.
  
3. The number or letter assigned to each unit, along with the building identification number where appropriate (for example, unit 122 in building C may be posted C-122 or 122C), shall be placed immediately above, on, or at the side of the appropriate door(s) so that the number is visible or legible. Individual unit address numbers and letters shall not be duplicated within multiple unit complexes. For units which are accessible only from an exterior hall or access way, letters and numbers shall be affixed to the door and shall be a minimum of one and one-half inches in height and one-quarter inch in width.

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**17-102      Assignment of Address.**

Each house, building, structure, or multiple unit development shall be assigned an address by the Director of the Bryan County 911 service or his designee. A number or alphabetical letter shall also be assigned for each building or structure within a multiple unit development and for each separate occupant or unit within each building or structure (examples include, but are not limited to, apartment and office complexes and shopping centers). Only the address numbers or letter assigned by the 911 director or his designee will be used, and all other numbers and letters shall be removed.

**17-103      Posting of Address on Telephones.**

1. Where units are intended for use by short-term visitors (such as hotels, time share units or villas, complexes for examples), the address shall be posted on the telephone.
2. Providers of public pay telephones shall post the address of the telephone location on the telephone.

**17-104      Installation and Cost.**

The cost and installation of address numbers shall be the responsibility of the property owner and shall be posted within twenty-one (21) days after receiving notification of the proper address assignment by the 911 director or his designee.

**17-105      Street Names; 911 Director to Maintain Director of Street Names.**

For the purpose of clarifying and systematizing the street names in Bryan County, the 911 Director will maintain a directory of all streets within the county. And shall examine all street names within the county, and when he shall find duplication of street names which might cause confusion, or when he shall find street names that will cause difficulty in the assigning of numbers, he shall then recommend appropriate name changes to the planning commission.

**17-106      New Subdivision-Plats to Show Street Names; Certification by 911 Director.**

Prior to submitting a preliminary subdivision plat to the Planning Commission, the developer of the subdivision must submit to the Bryan County 911 director a preliminary plat showing the proposed street names, the location of fire hydrants and the location of community water supplies, if applicable, within the subdivision.

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Within thirty (30) days of receipt of the plat, the 911 Director or his designee shall assign each lot, fire hydrant and community water supply located in the subdivision a 911 address and make recommendations on street names. The 911 Director or his designee will notify the Planning Commission in writing his recommendations on street names and will certify that all lots, fire hydrants and community water supply locations within the proposed subdivisions have been assigned 911 addresses. The developer will cause to be included on the preliminary plat street names and 911 addresses as assigned by the 911 Director. The Planning Commission will not approve any preliminary plat prior to receiving written notification from the 911 Director that all requirements of the section have been met.

**17-107 New Buildings; Numbers Required, Prerequisite to Issuance of Building Permit and Final Approval of Structure.**

Prior to the issuance of any building permit, the owner, builder or other responsible person for the proposed building shall procure from the 911 Director or his designee a 911 address for the property. The 911 Director or his designee will provide to the owner, builder or other responsible person a letter certifying that he has procured a 911 address for the specified property. Within ten (10) days of the issuance of a building permit, the owner, builder or other responsible person will cause to be located on the property in a conspicuous place visible to the road, the 911 address issued for the property. Final approval of any structure erected, repaired or altered or modified shall be withheld by the building inspector until permanent and proper numbers as specified in this ordinance have been affixed to the structure.

**17-108 Enforcement; Penalties.**

1. This ordinance shall be enforced by any office of the building inspector of Bryan County. Citations for violations may be issued by the building inspector or any other person designated or authorized to issue citations (Code Enforcement Officer).
2. Any person violating this ordinance will be tried before the Magistrate Court of Bryan County. Upon conviction, any person found guilty of a violation of this ordinance may be punished by fine; first offense - \$25.00, second offense - \$50.00, and for a third offense - \$75.00. Each day any violation of any provision of this ordinance shall constitute a separate offense.

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**17-109      Repeal of Conflicting Provisions.**

All ordinances or parts of ordinances in conflict with this ordinance, and not presented hereby, are hereby repealed.

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