Cherishing our Heritage
Embracing our Future
CEDAR SPRINGS EST. 1871

City Manager's Office

International Property Maintenance Code **August 2nd, 2018**

2018 Premises Identification Policy

The City of Cedar Springs has recently adopted the 2018 International Property Maintenance Code as a City Ordinance, updating from the 2006 edition. One of the requirements of the both editions is that all buildings in the City be properly addressed in such a way as to be plainly legible and visible from the public street or road fronting the property. The address shall contrast with their background and the numbers shall be Arabic numerals or alphabet letters and be no less than 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm). While this requirement has existed since 2006, over the last several months the City has received several complaints from emergency personnel and citizens that they have been unable to find some locations due to a lack of visible addresses. It is the intent of this policy to aid emergency personnel in quickly identifying homes and businesses to ensure the safety of the citizens of Cedar Springs. Compliance with this policy should resolve those issues for minimal cost to the citizens and businesses of the City.

The policy of the City shall be that:

1. Single family residences must have their addresses plainly legible and visible from the public street or road fronting the property, residences that have road frontage on multiple public streets shall have the address on the side of the building that is named in their property address (i.e. a house on a corner lot with an address of 123 Spruce Public street shall place the address on the Spruce Public street side of the house). The address shall contrast with its background and the numbers shall be Arabic numerals or alphabet letters and be no less than 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm).

2. Duplexes, multiple family homes and apartment complexes shall have the address of the building plainly legible and visible from the public street or road fronting the property following all the same rules as a single family residence but must also provide a suite or apartment number at the entrance door to all individual suites or apartments. If multiple suites or apartments are behind a common entrance door the common entrance door shall have both the building address and each suite or apartment address on or near the common door. Single suites or apartments on a second floor with a ground floor entrance, such as a staircase, shall have the building address and suite or apartment number plainly visible on the staircase leading to the second floor in addition to having the apartment number on the suite or apartment door. If multiple second floor suites or apartments share a common ground floor entrance such as a staircase, the staircase shall have the building address (and each suite or apartment address) on or near the staircase at ground level. The address shall contrast with their background and the numbers shall be Arabic numerals or alphabet letters and be no less than 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm).

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3. Commercial or Industrial businesses with only one common or public entrance must have their addresses plainly legible and visible from the public street or road fronting the property, Commercial or Industrial businesses that have road frontage on multiple public streets shall have the address on the side of the building that is named in their property address (i.e. a building on a corner lot with an address of 123 Spruce Public street shall place the address on the Spruce Public street side of the building). The address shall contrast with their background and the numbers shall be Arabic numerals or alphabet letters and be no less than 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm).

4. Commercial or Industrial businesses with multiple entrances or buildings shall have their address plainly legible and visible at or near the main entrance of the building, the main entrance being one that the general public or emergency personal would be expected to enter. If multiple commercial or industrial buildings share the same address the separate buildings shall provide a separate building address designation (i.e. Building 1 or Building A) at the entrance door to that separate building. The address shall contrast with their background and the numbers shall be Arabic numerals or alphabet letters and be no less than 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm).

5. The 2018 sign ordinance requires that all new on-site ground or pole signs identifying a building or specific use shall have displayed thereon the address number of the property on which the building or use is located. The address shall contrast with their background and the numbers shall be Arabic numerals or alphabet letters and be no less than 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm).

6. Any home or business that is either not plainly visible from the road or is setback so far off the road that the required address size would not be plainly visible from the road shall be required to have the entrance to their driveway marked with the home or business address in some method (address on mailbox, pavement marking, ground-sign, 4X4 Post, etc.). The address shall contrast with their background and the numbers shall be Arabic numerals or alphabet letters and be no less than 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm).

7. Homes or businesses that have an address that conforms to an undeveloped or abandoned road or whose application of the general rules would be detrimental to and contrary to the intent of this policy are asked to make contact with the City Manager to discuss their unique situation and how best to make their address visible to emergency personnel.

8. The City shall erect and maintain a North, South, East and West street sign at the corner of Main and Cherry streets.

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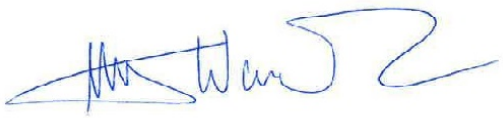
9. The City shall incorporate the cardinal directions into its street signage as street signs are replaced and where practical.

Due to the greater likelihood of an emergency requiring police or fire response at a commercial, industrial, or rental residential property those properties will be required to come into compliance within 60 days of this notice. Single-family residences will be required to come into compliance within 120 days of this notice. Any home, business or property that already complies with this policy is not required to change or do anything.

Failure to comply with the address requirements of the Property Maintenance Code or this Policy may subject the home or business to a municipal fine.

If you have any questions or concerns about this policy, please feel free to contact the City Manager at the phone number or e-mail listed below.

Sincerely,



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