

Upshur County Addressing and Mapping Project
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Display of Address Guidelines

Display of the physical address assigned is one of the final and more important tasks in the Addressing and Mapping project. To assist both emergency service personnel and the general public, the address must be visible and maintained. Each primary structure must display the number of the address assigned to that structure.

Residential Structures - The street address assigned for residential structures shall be in accordance with the **BOCA National Property Maintenance Code, Section PM- 303.3, Exterior Structure, Premises Identification**. The combination of the determined distance and road name must be the official address of such primary structure. Any address different from the official address assigned shall be immediately removed by the property owner.

For residential structures the number shall be in reflective Arabic numerals at least four (4) inches in height, made of a durable material and of a contrasting color to their background. The numbers shall be placed horizontally on, above, or at the side of the main entrance so the number is clearly visible from the public right of way.

Whenever a residential structure is greater than fifty (50) feet from a public right of way, or not clearly visible from the public right of way, the address shall also be placed at the end of the driveway or entrance into the structure. Preferably the sign should be double sided and prominently display the road name and numbers assigned to the structure in non reflective black letters on a reflective white background and displayed at a minimum height of thirty-six (36) inches and a maximum height of forty-eight (48) inches from the ground and viewable from both directions.

Commercial or industrial structures - The street address assigned for commercial and industrial structures shall be in accordance with the **BOCA PM 303.3 code regulations**. The combination of the determined distance and road name must be the official address of such primary

structure. Any address different from the official address assigned shall be immediately removed by the property owner.

For commercial or industrial structures the number shall be in reflective Arabic numerals at least six (6) inches in height, made of a durable material and of a contrasting color to their background. The numbers shall be placed horizontally on or above, the main entrance so the number is clearly visible from the public right of way.

Whenever a commercial or industrial structure is greater than fifty (50) feet from a public right of way, or not clearly visible from the public right of way, the address shall also be placed at the end of the driveway or entrance into the structure. Preferably the sign should be double sided and prominently display the road name and numbers assigned to the structure in non reflective black letters on a reflective white background and displayed at a minimum height of thirty-six (36) inches and a maximum height of forty-eight (48) inches from the ground and viewable from both directions.