



# City of West Allis

## Legislation Text

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**File #:** O-2019-0042, **Version:** 1

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Ordinance to repeal and recreate Section 13.34 of the City of West Allis Revised Municipal Code, Chapter 13, Building Code, relative to numbering of houses

The Common Council of the City of West Allis do ordain as follows:

PART I. Section 13.34 of the City of West Allis Revised Municipal Code is hereby repealed and recreated to read as follows:

### 13.34 Numbering of Houses.

- (1) **Uniform System.** A uniform system of numbering all dwellings and buildings fronting on all streets or alleys in the City is herewith established.
- (2) **Base Lines.**
  - (a) All dwellings and buildings shall be assigned an address by the Department of Building Inspection and Neighborhood Services (BINS) based upon the address numbering system established in Milwaukee County.
  - (b) All even numbers shall be assigned to the dwellings and buildings on the east and north side of the street; and all odd numbers shall be assigned to the dwellings and buildings on the west and south side of the street.
  - (c) Starting with consecutive hundreds at each intersection, or as otherwise previously established, every fifteen (15) feet of property frontage shall constitute another potential address number.
- (3) **Assigning and Placing Address Numbers.**
  - (a) **New Construction.** BINS shall assign each dwelling or building an address based on the uniform system provided for in subsection (2). The address numbers shall be provided to the building permit holder or owner by BINS at a cost established in the fee schedule. The owner of the property shall install the address numbers on the building within fifteen (15) days of occupancy of the dwelling or building.
  - (b) **Existing Dwellings or Buildings.** BINS shall assign additional addresses or eliminate existing addresses required by alterations or additions to existing dwellings or buildings based on the uniform system provided for in subsection (2). The address numbers shall be provided to the building permit holder or owner by BINS at a cost established in the fee schedule. The owner of the property shall install the additional address numbers, or remove eliminated address numbers, on the building within fifteen (15) days of occupancy of the portion of the dwelling or building.
  - (c) **Multiple Tenants at Same Location.** BINS shall assign an address to every tenant that has its own entrance door on the exterior of a dwelling or building. Where one entrance door is used by multiple tenants in any dwelling or building, the property owner may use letters or suite numbers per an internal numbering system to distinguish individual tenant spaces at their discretion.
  - (d) **Vacant Parcels and Parks.** BINS may assign addresses to vacant parcels and parks for purposes of identifying them. In this case, the address is not required to be posted on the property.
- (4) **Existing Address Numbers.** It shall be the duty of the property owner building to maintain the address numbers and mounting bracket in good condition at all times. If the address numbers are damaged or missing, it shall be the property owner's responsibility to replace them within five (5) days.
- (5) **Size and Location of Numbers.** All address numbers placed on dwellings and buildings shall be distinctly legible and shall be posted in a conspicuous place on each dwelling or building so as to be visible from the street and alley. Address characters shall not be less than two (2) inches in height, and shall be placed on a contrasting background.
- (6) **Erroneous Numbers.**
  - (a) BINS shall notify the owner of any dwelling or building for which an address number is required and which is not numbered in conformity with this section.
  - (b) **Duty of Owner.** The owner shall replace any erroneous address numbers on the premises with the

correct number assigned within five (5) days after receiving written notice.

PART II. All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

PART III. This ordinance shall take effect and be in force from and after its passage and publication.