

# ORDINANCE NO. 3672-08

AN ORDINANCE AMENDING CHAPTER VI, ARTICLE V, SECTION 6-506, OF THE MUNICIPAL CODE OF THE CITY OF OTTAWA KANSAS 1997.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF OTTAWA, KANSAS:

**Section 1.** ARTICLE V OF CHAPTER VI of the Municipal Code of the City of Ottawa, Kansas, 1997, relating to the building code is hereby repealed and replaced with the following:

## ARTICLE V. NUMBER OF BUILDINGS

### Sec. 6-506 placement of numbers by owner; size

The owner or occupant of each building shall be required to place on the building in a conspicuous place a number of at least four (4) inches in height to conform with the system provided in this article.

**Section 2.** EFFECTIVE DATE; PUBLICATION. This ordinance shall take effect after its publication in the official city newspaper.

PASSED AND ADOPTED by the Governing Body of the City of Ottawa, Kansas, this 5<sup>th</sup> day of March, 2008.

Blake Jorgensen, Mayor

ATTEST:

Scott D. Bird, City Clerk

Your House #

**For information on posting your House number or any remodeling Projects that might need a Permit, Please contact.....**



101 S. Hickory – 2<sup>nd</sup> Floor  
Ottawa, KS 66067

Phone (785) 229-3620

Fax (785) 229-3625

Web Site: [www.ottawaks.gov](http://www.ottawaks.gov)

E-Mail

**Where is  
your house  
number?**

[communitydevelopment@ottawaks.gov](mailto:communitydevelopment@ottawaks.gov)



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## FOR YOUR SAFETY AND WELLBEING

We did not see your address properly displayed on the front of your home, so we are asking you to take a few minutes and review the exterior of your home.

Clear house numbers are important, not just because they help the pizza guy find your place. In the event of an emergency, paramedics, police or fire department will get to your house more easily if the address is prominently displayed. However, your home is not the only home with this concern.

When it came to our attention that a number of homes have this issue the city began an educational campaign to help property owners become aware of the rules and the reason for the rule.

The display of numbers is of particular importance for emergency response. That could be for ambulance, burglary, fire or any other reason you may call 911. If responders come to your neighborhood, but cannot find your home, precious time may be wasted. This could be a life or death situation that could be improved by simply displaying your address numbers correctly.

The rules are found in the City of Ottawa Municipal Code, Chapter 6, Article 5, Section 506.

“The owner or occupant of each and every house or business shall be required to place on their home or business, in a conspicuous place, a number of at least four (4) inches in height and two and one-half (2 1/2 ).”

In addition, the numbers should be a contrasting color to the background. The city would suggest you review your home at night to see where the light would make the numbers most visible before placing them on the home and consider whether six inches would help more, especially if your home is not close to the road.

Currently, we have identified your home as one that does not comply with the code. Sometimes numbers are removed for work to the home or they may have even fallen off at some point. However, your compliance and cooperation in this matter would be greatly appreciated.



### SAFETY TIPS:

By law, house numbers should be clearly displayed on the property. Take a walk to the front of your property and evaluate your own situation.

- Use numbers at least four (4) inches tall so they can be seen easily from the street, but there is no point in putting up a beautiful tile number if you can't read them.
- Where possible align numbers horizontally, not vertically. Aligning numbers vertically reduces their legibility.
- Illuminate numbers if possible so they can be easily seen at night.
- Install them near the front door, as this is usually where people are looking. House numbers aren't for you, they're for the people trying to find you. E.g. Emergency Services, Friends, or Delivery.



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