

Bulletin: Address Numbers

City Policy



Bulletin # 97-09
Updated: August 1, 2022
Created: Dec 1, 1997

This bulletin is for informational purposes only. Please be sure to consult the relevant City of Kelowna bylaw.

Purpose

To inform staff and builders of a policy requiring that prior to an occupancy permit being issued all properties shall have the address numbers assigned to it displayed in a prominent, permanent, and legible fashion visible from the street.

Background

This new requirement is to initiate the enforcement of section 4, of City of Kelowna Building Numbering Bylaw #7071. The intention is to enable a quicker response from those agencies providing emergency services.

Implementation

This policy will go into effect for all Building Permits applied for after January 1, 1998.

Application

Permits are not required to add addressing numbers to buildings.

Numbers*‡ must be

- visible from frontage roads and;
 - be attached to main dwelling space for Single Family Dwellings (not on landscaping items, detached garages or accessory buildings);
 - Duplexes, Triplexes, Fourplexes, Townhomes, and Semi-Detached dwellings are to have the main lot address posted visible from the street and unit numbering (or numbering clearing indicating the location of access to units) posted for each individual dwelling;
 - Mixed use and Apartment building are welcome to have a low standing address monument but need also to post the street numbers over the main entry doors. Internally unit numbers need to accompany each dwelling main entry door;
 - Commercial, retail, and industrial spaces to have street numbers on or above main entry doors.

* Although there is no bylaw stating size and colour requirements for numbering, the City of Kelowna prefers:

- Standard legible fonts, and
- Colours that stand out from building colours.

Over residential lobby, commercial, retail and industrial spaces, where there is glass, it is permissible to put the address up by way of pressure sensitive vinyl, preferably white and a minimum of 10" tall.

‡ The City of Kelowna Fire Dept. may request that additional addressing be added off of laneways / large parking area etc at their discretion.

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