

BUILDING IDENTIFICATION

The Village of Fox Crossing requires all buildings to have house numbers. This requirement is for the health and safety of our residents, as well as the safety of our residents' property. If emergency assistance is needed at a particular location, emergency personnel need to be able to immediately identify where they need to go. Lack of correct identification may cause delays.

Per Municipal Code 13.48, house numbers must be:

- 3 inches or larger
- in contrasting colors to the building to which they are attached
- Arabic numerals (1, 2, 3, etc.)
- located in a conspicuous and obvious place facing the street
- either directly above the main entrance or within 3 feet to the left or right of the upper half of the main entrance
- **NOT** attached to any door itself, including garage doors
- **NOT** manuscript or numbers in writing (in other words, not written out as "Four Hundred Twenty-Three", for example)

Please double-check your house to ensure your house numbers meet with all of the required criteria. If they do not, you must take action to correct the situation.

FOX CROSSING MUNICIPAL CODE

13.48 BUILDING IDENTIFICATION

- (1) Building Identification Required. Each residence, place of business including commercial and/or industrial and all other buildings required by the Building Official shall for the health and safety of the residents and property display a legible identification number, said numbers being three (3) inches or larger in contrasting colors to the building to which they are attached. Said numbers shall be located in a conspicuous and obvious place facing the street either directly above or within three (3) feet to the left or to the right of the upper half of the main entrance to the building. In the event there are two main entrances or front doors, both doors shall contain within three (3) feet thereof the same numbers.
- (2) In addition to the above requirements, where mail delivery is provided in main boxes located at or adjacent to the roadway in front of the building to be identified, the owner shall place the building identification numbers with numerals no smaller than two (2) inches in height on mail boxes which stand adjacent to or on the roadway. It shall be unlawful to cover any of these numbers at any time, and it shall be further required that in the event that the numbers become covered by snow or otherwise, it shall be the duty of the owner of the premises to uncover said numbers so that they shall remain clearly visible.
- (3) Identification Practices Prohibited. It shall be a violation of this ordinance to display numbers attached to the front door, main door or any door of the building, including the garage door. Manuscript or numeral in writing shall not be permitted to satisfy the provisions of this ordinance. The numerals and numbering required under this

ordinance shall be of the Arabic type numerals.

- (4) New Buildings. For newly constructed buildings, the identification numbers shall be placed no later than the date of issuance of the occupancy permit. Identification numbers for buildings shall be designated by the Village of Fox Crossing through the office of the Community Development Director of the Village. No numbers shall be assigned, changed or replaced upon the building without first being approved by the Community Development Director of the Village of Fox Crossing.
- (5) Building Official's Approval. The Building Official shall have the authority to require that additional building identification be placed either upon the building or at a position between the building and the roadway which will allow for ease of building identification.
- (6) Multi-family Dwelling. In addition to the above requirements, multi-family dwellings that have storage rooms, cages or facilities separate from the resident's dwelling shall have the same type of numbering (dwelling number or letter) affixed to the front door of the storage area. Multi-family dwellings that have vehicle parking below the dwelling shall have parking stalls affixed with numbers or letters that correspond with the occupants' residence. Detached garages shall likewise be affixed with identification that corresponds with the occupants' residences.
- (7) Penalty Clause. The Building Official shall cause the building identification to be placed on the building in the event of noncompliance. Any costs incurred from such action shall be billed to the owner of the property and placed as a special lien against the property.

For more information:

Community Development Department

Building Inspections 920-720-7104

Community Development 920-720-7105

Department Fax 920-720-7116

Website:

<http://www.foxcrossingwi.gov/CDWeb/Building/Bldg.htm>

Email: inspections@foxcrossingwi.gov

Mailing address:

Village of Fox Crossing

Building Inspections

2000 Municipal Dr.

Neenah, WI 54956

Building Identification

(House Numbers)

