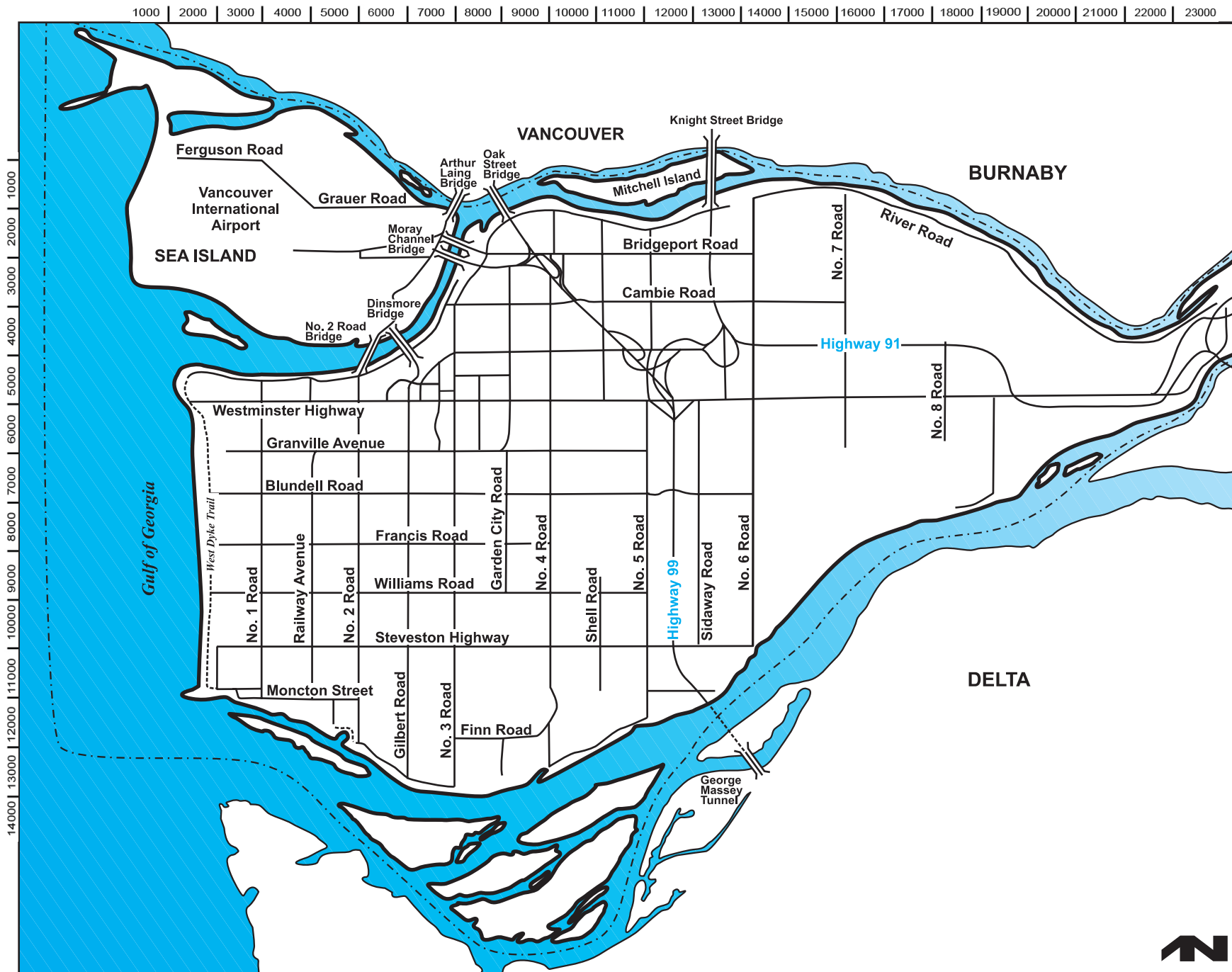


Address Information



The City of Richmond is on a grid road system. Numbers in the 1000 – 12000 blocks run North to South and numbers in the 2000 – 23000 blocks run West to East. Odd numbers are on the North and West sides of the street and even numbers are on the South and East sides.



City of Richmond
 Planning and Development Division
 6911 No. 3 Road, Richmond, BC V6Y 2C1
www.richmond.ca

The following information will provide some insight into why your address is critical, who assigns addresses, how they are assigned and if they can be changed.

How critical is your address?

In an **emergency**, can the **Fire, Police**, or **Ambulance** find you? **For emergency response, every second is critical.**

It is very important that your **home** or **business** address be properly numbered (addresses which have been assigned by the City only) and that it is clearly visible **day** and **night**.

We require that:

- Numbers be large enough, a minimum of 4" high and 1/2" wide, and placed where they can be easily seen and read from the street;
- Numbers be displayed in lanes where such access exists;
- Numbers be kept free of foliage, trees and other obstructions;
- Numbers be placed on a contrasting background.

Observance of these simple guidelines could help to save your property, even your life!



How are addresses assigned?

The City of Richmond is on a grid road system. Numbers in the 1000 – 12000 blocks run North to South and numbers in the 2000 – 23000 blocks run West to East.

Odd numbers are on the North and West sides of the street and even numbers are on the South and East sides.

Numerical unit addresses for commercial, industrial and multi-residential buildings are assigned to new buildings upon application for a building permit. Unit numbers are assigned in the '100' series for ground floor areas, in the '200' series for the second floor and the '300' series for the third floor, and so on, in increments of 5–10 to allow for tenant area expansion or reduction. For emergency and safety reasons, the skipping of floor numbers is discouraged.

Townhouses however are numbered in increments of '1' starting on the right as you enter the property. The City of Richmond neither recognizes nor assigns letters of the alphabet to street addresses or unit numbers.

I Need a Unit Number Assigned to My Place of Business

When a building permit application is received creating a new unit, the City will then assign a new unit number.

Property Address

- A single family dwelling is assigned one property address.
- A two-family dwelling (duplex) has two addresses.

- Properties with two or more main buildings may have more than one address. These are known as "additional" addresses. Each tenant area within the building is assigned a numerical unit number.
- **The address displayed must only be a City assigned address.**

Can I change my address?

An address will only be changed if:

- A.** An existing or new house is located on a corner lot and the main access (front door) is to the other street;
- B.** The property is being subdivided (if the existing house remains only the new lot will get a new address; if the old house is demolished and two new houses are built either one or two new addresses will be assigned);
- C.** Where there is a major problem getting access to the building in case of Emergency Response, Canada Post or other delivery services; **or**
- D.** If an error was made in assigning the original number.

For A or B above there is a charge of \$310.00 per new address created.

For C or D above there is no charge since the address change is initiated by the City.

Address changes as a result of a personal preference on the part of the property owner are discouraged for any other reason, i.e. superstition and religious beliefs, numerology, etc.

How do I proceed?

All requests for an address change, or an "additional" address for another main building on the same property, should be directed, in writing from the owner, to the Planning and Development Division, Property Records Clerk. Please state the reason for the request and include a sketch of all the buildings on the property showing existing doors and driveways.

Who is responsible for addresses?

Assignment of **all** addresses in the City is the responsibility of the Planning and Development Division. ***This includes the control and assignment of unit numbers for tenant areas in commercial, industrial and multi-family buildings.***

The City liaises closely with Canada Post and Richmond Fire-Rescue to maintain an addressing format that will easily identify and have easy access to properties in the city, both for existing and future development.

For further information please contact the City of Richmond, Property Records Clerk, at 604-276-4314 or visit our web site at www.richmond.ca

A Word of Caution

To avoid a costly mistake when you move into an existing building location, please confirm your address and unit number with the Planning and Development Division, Property Records Clerk, **604-276-4314**, **before** using your address.