



**CITY OF EDMONTON**

**BYLAW 9668**

**ADDRESSING BYLAW**

**(CONSOLIDATED ON JANUARY 22, 2019)**

**THE CITY OF EDMONTON**

**BYLAW NO. 9668  
AS AMENDED**

**The Addressing Bylaw**

A Bylaw respecting the numbering of parcels of land and buildings in the City of Edmonton.

**WHEREAS** Section 175 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 1980, provides as follows:

A Council may by bylaw:

- (a) provide for the orderly numbering of parcels of land and buildings and units and sub-units within buildings,
- (b) require owners or occupants to display the number assigned to their land, building, units or sub-units,
- (c) provide for the revision of the numbers assigned and require owners or occupants to display the numbers so revised, and
- (d) delegate any of its powers or duties under this section to one or more officials or employees of the municipality.

**AND WHEREAS** it is deemed to be in the public interest to repeal Bylaw No. 5063 and enact a new bylaw respecting the numbering of parcels of land and other structures placed thereon in the City of Edmonton;

**NOW THEREFORE**, the Municipal Council of the City of Edmonton, duly assembled, enacts as follows:

1. Title: This Bylaw shall be known as the Addressing Bylaw.

2. Definitions:

- (a) “**Accessory building**” means a structure naturally and normally incidental, subordinate and exclusively devoted to the principal building, and located on the same lot or site.
- (b) “**Building**” means any structure used or intended for supporting or sheltering any use or occupancy, and includes a free-standing sign but does not include an accessory building.
- (c) “**City**” means the “City of Edmonton.”
- (d) “**Development Officer**” means the person or persons identified as a Development Officer pursuant to Section 11 of the Edmonton Land Use Bylaw No. 5996, as it may be amended from time to time.
- (e) “**Floor**” means a level internal to the structure which is capable of being occupied or used. A mezzanine floor, or loft, shall be considered a separate floor to the floor of principal reference. A stair landing, catwalk or other similar minor level shall not be considered a floor for the purposes of this bylaw.
- (f) “**Free Standing Sign**” means any sign supported independently of a building, permanently fixed to the ground and requiring utility services.
- (g) “**Ground floor**” means the floor located closest to the ground plane as indicated on the elevation plans or as otherwise determined by the Development Officer.
- (h) “**Land Use Bylaw**” means the Edmonton Land Use Bylaw No. 5996 as it may be amended from time to time.

- (i) “**Owner**” means any person who is defined under the Land Titles Act Chapter L5, Revised Statutes of Alberta 1980, as it may be amended from time to time, as the owner of land.
  
- (j) “**Parcel**” means:
  - (i) any subdivided block or any lot, or any part of such a block or lot, in any area of land for which a plan of subdivision is registered in a land titles office,
  
  - (ii) if there is no such plan of subdivision, a quarter section of land according to the system of surveys under the Surveys Act or any other area the description of which has been approved by the proper land titles office.
  
- (k) “**Public Utility**” includes the following:
  - (i) telecommunications systems;
  
  - (ii) waterworks system;
  
  - (iii) irrigation systems;
  
  - (iv) systems for the distribution of gas, whether natural or artificial;
  
  - (v) systems for the distribution of artificial light or electric power;
  
  - (vi) heating systems; and
  
  - (vii) sewage systems.

3. All parcels of land, buildings, units and sub-units within buildings obtaining access from a public highway or from such other lawful means of access as determined by the Development Officer.
4. All owners of developments consisting of more than one building and using an internal roadway access system shall be responsible for the construction, erection and maintenance of directional signs indicating the location of internal buildings and units to the satisfaction of the Development Officer.
5. An applicant for a Development Permit for a building which has not previously been assigned an address shall supply a mylar or cepia print of the site plan at a scale of not less than 1:500 (metric), indicating building outlines, fire access roadways, pedestrian walkways and parking area, and including a key plan at a scale of 1:5000 (metric) showing the location of the development relative to surrounding streets. An applicant may be required to provide the above plan, including building volumes and elevations, in machine readable format, to a standard specified by the City, for the City to reproduce and disseminate as part of civic information systems.
6. Section 5 shall not apply in respect of a Development Permit Application for accessory buildings, single and semi-detached houses and single commercial/industrial structures.
7. The Development Officer may consider a request for a change of address. Any request for a change of address shall be accompanied by the information required pursuant to Section 5 and the fee prescribed in Schedule "B", attached hereto and forming part of this Bylaw.

8. (a) Where internal numbering is required as part of an address or a change of address, the applicant in consultation with the Development Officer, shall assign internal numbering on the plan in accordance with this section and to the satisfaction of the Development Officer.
  - (b) Internal numbering shall adhere to the following schedule to the extent it is applicable:
    - (i) basement units: numbered B1 to B99;
    - (ii) ground floor: numbered 100 to 199. Where an internal number greater than 199 is required to be generated for a given floor, it shall be permissible to proceed into the next series (ie, 200 -2 99) provided those numbers are not used elsewhere in the same structure and internal singe indicates clearly which number ranges are located on each floor; and
    - (iii) succeeding floors:  
  
numbered in accordance with (ii) above except that the first number or numbers for each unit will be the respective floor number.
  - (c) The internal number shall be assigned in a clockwise manner commencing from the reference address entrance to the building or respective floor.
9. Where possible, the suffix numbers of “00”, “01”, and “02”, are reserved for municipal use in identifying public utility structures.

10. The Development Officer may assign a name in addressing a building or buildings. All named addresses shall include a locational reference using either the road name, subdivision name, neighbourhood name, or other commonly known name.

11. (a) The address assigned pursuant to this bylaw shall be affixed to a building or such other structure as may be addressed by the Development Officer, in a conspicuous place no higher than the ceiling level of the ground floor or in an equivalent height in the case of other buildings.

(b) The address displayed shall be clearly legible from the public roadway or internal roadway and be on a contrasting background. The minimum size of the characters shall be as follows:

Distance Building Setback from Adjacent Curbline	Minimum Character Size (non-illuminated)	Minimum Character Size (internally illuminated)
0 - 15 m (0 - 49.2 ft.)	10 cm (4 in.)	7.5 cm (3 in.)
15 - 20 m (49.2 - 65.6 ft.)	15 cm (6 in.)	10 cm (4 in.)
Greater than 20 m (65.6 ft.)	20 cm (8 in.)	15 cm (6 in.)

(c) The size requirements of this Section shall not be enforceable under Section 14 of this Bylaw until March 1, 1992.

(d) Notwithstanding (b) above, where the building is set back from the property line 10 m or more or has landscaping obscuring visibility of the building, a sign or signs within the property lines displaying the address of the building or buildings on the site in addition to an address affixed to the building may be erected. This sign may not contain any advertising message.

(e) Display of the address on more than one face of the building is encouraged.

12. Every person requiring an address plan from the City shall pay the prescribed fee in Schedule “B”.
  
13.
  - (a) An owner shall ensure that all addresses assigned pursuant to this Bylaw are posted and maintained in a legible form within the terms of this bylaw.
  
  - (b) No owner of a building bearing an incorrect address shall continue to use same, if notified in accordance with Section 14.
  
  - (c) No person shall remove, deface, or obliterate or destroy the address placed upon or affixed to any building in accordance with the Bylaw, except during demolition of the building.
  
14. Enforcement:
  - (a) This Bylaw shall be enforceable, on complaint, when notice of any contravention of any provisions of this Bylaw has been sent by registered mail to the owner of the land in respect to which the contravention has occurred. Such notice shall state the following:
    - (i) Nature of the infraction of this Bylaw.
    - (i) Corrective measures required to comply with this Bylaw, and
    - (ii) The time within which such corrective measure must be performed.
  
  - (b) If the corrective measures described in the notice are not completed within the specified time, the owner is guilty of an offence and may be issued an offence ticket by the Development Officer in the amount specified in Schedule “A”, attached hereto and forming part of this bylaw.
  
  - (c) The provisions of Bylaw No. 7083, a Bylaw to provide for the imposition of Penalties for Infractions of City Bylaws, as amended, insofar as those



provisions relate to the issuing of offence tickets shall apply to the issuing of offence tickets under this bylaw.

- (d) Each day of violation of any provision of this bylaw shall constitute a separate offence.

15. This Bylaw shall come into force and effect on the date it is read a third time by the Municipal Council of the City of Edmonton.

16. Bylaw No. 5063 being a Bylaw respecting the numbering of parcels of land including houses and other structures placed thereon in the City of Edmonton, is hereby repealed.

17. Annexation Implementation:

The City Manager may approve exemptions or modifications to this bylaw, including the power to waive fees, where such exemptions or modifications are consistent with inter-municipal negotiations resulting in Order in Council 359/2018.

(S.3, Bylaw 18666, January 22, 2019)

(NOTE: Consolidation made under Section 69 of the *Municipal Government Act*, R.S.A. 2000, c.M-26 and Bylaw 16620 Section 16, and printed under the City Manager's authority)

Bylaw 9668, as amended, passed by City Council August 20, 1991

Amended by Bylaw 18666, January 22, 2019

Appendix A  
Schedule "A" - Addressing Bylaw

First Offence - \$50.00.

Second and subsequent offence - \$100.00

## Appendix B

### Schedule “B” – Addressing Bylaw

#### FEES

Co-ordinating and processing approvals for change of municipal address - \$300.00.

Copies of Address Plans - \$5.00.