

## Addressing Recommendations

### Unit Numbers

- Unit numbers in multi storey buildings should correspond with their floor. Units on the first floor should be in the 100 range, units on the second floor should be in the 200 range etc.
- Plaza style buildings should have consecutive unit numbers and be clearly posted by their entrance.
- Unit numbers for basement, secondary and above garage suites are assigned by the CVRD.
- Local fire departments should be consulted when assigning unit numbers.

### Mobile Home Parks

- A legible park map should be displayed at the entrance and be provided to the local fire department.
- Unit numbers should be clearly posted on each home.
- Roads within the park should be uniquely named and clearly labeled.

## Important Contact

### Building Inspection - CVRD

250.746.2620

ds@cvrd.bc.ca

### GIS Section - CVRD

250.746.2684

cvrdmaps@cvrd.bc.ca

### Ministry of Transportation

250.387.3198

tran.webmaster@gov.bc.ca



### For more information on civic addressing:

Visit: [cvrd.bc.ca/maps](http://cvrd.bc.ca/maps) 250.746.2684 cvrdmaps@cvrd.bc.ca

Cowichan Valley Regional District  
175 Ingram Street Duncan, BC



# Civic Addressing 2017



## Why is civic addressing important?

Emergency responders depend on easy to navigate and clearly posted addresses to quickly locate those in distress. Check that your address is visibly posted and consecutive with your neighbours.

## How do I get a civic address?

If you are building a new structure you will need to apply for a building permit. If the permit is for a residential, commercial or industrial building it will be sent to the Geographic Information System (GIS) section to receive an address.

Occupancy will only be granted once your valid civic address is posted.

## Is my address known to emergency responders?

If your address is in our database, it is likely in the E911 Dispatch database. Check by searching your address at [www.cvrd.bc.ca/maps](http://www.cvrd.bc.ca/maps).

If you have an existing residential, commercial or industrial structure that you cannot find, contact the CVRD at 250.746.2684 or [cvrdmaps@cvrd.bc.ca](mailto:cvrdmaps@cvrd.bc.ca).

## I have an issue with my road. Who do I call?

Roads within the CVRD fall under the jurisdiction of the Ministry of Transportation, Highways and Infrastructure. To verify your road name, contact the Ministry of Transportation at 250.387.3198. For maintenance issues or hazards on the roadway, visit the Highway Maintenance Contractors Public Contact Numbers web page (<http://www.th.gov.bc.ca/popular-topics/maps/serviceareacontacts.htm>).



## I don't like my civic address. Can it be changed?

Addresses are assigned based on an addressing grid that covers the entire CVRD. While we understand some address numbers may not be desirable, they are assigned to ensure the safety of you and your neighbours.

If your assigned address seems to be incorrect, please contact the CVRD at 250.746.2684.



## Easily found addresses are:

- Within 10 metres of the road
- At least 10 centimetres in height
- Made of an illuminating or clearly visible material
- In a contrasting colour to the background they are affixed to
- Visible during the day and night
- Displayed on the same side of the road as the structure
- Numbers (e.g. 2, 3 etc.) not text
- Clearly visible and not obstructed by foliage, decorations or snow

