



DIVISION OF PLANNING AND PERMITTING
FREDERICK COUNTY, MARYLAND
Department of Permits and Inspections

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POSTING ADDRESSES

Addresses shall be temporarily **posted** for a structure under construction, **as soon as work commences on the property**. The numbers shall be permanently posted in accordance with the Code prior to the final building inspection.

GENERAL REQUIREMENTS

The following requirements pertain to all new and existing buildings, structures or properties:

- Persons having ownership or custody of buildings are responsible for posting/maintaining address numbers per the Fire Prevention Code.
- The design, style, and shape of address numbers must render them easily readable from the street, day or night. **Numbers must contrast with background** (gold/silver on white is not contrasting) and be separate from the mailbox.
- Where conditions (shadows, overgrown vegetation, building location, etc.) adversely affect the legibility of numbers, larger numbers may be required.
- In some circumstances, addresses may be required to be posted adjacent to driveways, alleys, walkways, or other access ways.

SPECIFIC REQUIREMENTS

Primary address numerals/letters displayed on a building or structure **shall minimally be** clearly legible and conform to the following requirements:

- ⇒ **One- and Two-family dwellings**
4 inches high (front of structure)
- ⇒ **Multi-family residential structures**
6 inches high (front of structure)
2½ inches high (individual unit numbers – display on, above or to the side of unit doorway)
- ⇒ **Commercial/industrial properties**
8 inches high (front of structure)
6 inches high (rear access doors)
2½ inches high (interior tenant spaces such as malls, office buildings, etc.)

- Address numbers shall be Arabic numerals or alphabet letters. Numbers shall not be spelled out.
- Addresses shall be posted within 3 feet of the main entrance. If the structure is more than 75 feet from the street or not visible from the street, then remote address signs shall be posted within 10 feet of the street and within 5 feet of either side of the driveway to the building, structure, or property and must be visible from either direction of travel along the main roadway. Remote address signs shall be at least 6-inches wide and 18-inches long, with 3-inch high reflective numbers.
- Where more than two structures are addressed on a road or driveway, each driveway shall be posted (with a directional arrow, if needed) with its own address number.
- Any one- or two-family dwelling residence that displays numbers designating the address prior to February 1, 2005 that are at least three inches high, shall comply with the size requirement of the Code as long as they remain in place.
- Where a structure/dwelling unit shares a common entry or driveway, numbers must designate the addresses in sequence.
- **Monumental Signage** – Non-residential properties shall have the address or address range incorporated into any new or modified monumental property signage. The numbers shall be no less than 6-inches high and visible from either direction of travel.
- The street name may be incorporated in the signage to further aid in premise identification.
- **Street Signs** – When a sign is replaced or a new sign installed, the owner, property manager or Home Owners Association (HOA) must cause the hundred block of the address to be displayed on each sign erected/maintained.