

City of Hamilton Municipal Addressing Policy

1.0 Responsibility:

The Planning and Economic Development Department is responsible for the assignment of Municipal Address Numbers and Municipal Address Unit Numbers for all structures, units, and properties in the City of Hamilton. A number assigned by the Planning and Economic Development Department is considered the official Municipal Address Number / Municipal Address Unit Number regardless of any other number assigned by any other outside agency or City Department.

This Policy document is to be followed by Planning and Economic Development staff for the assignment or change of Municipal Address Numbers and Municipal Address Unit Numbers within the City of Hamilton.

2.0 General Policies

2.1 Municipal Address Numbers

- a) That the intersection at King Street and James Street shall be deemed the directional starting point for the purpose of municipal addressing on arterial and collector roads. Where possible, Municipal Address Numbers will be assigned in ascending order from the directional starting point towards the City of Hamilton boundary.
- b) That the addressing of local streets shall start from the Arterial, Collector, or closest major road, where possible. That the right-hand side of a street shall be assigned "EVEN" numbers (*beginning with '4'*), and the left side of the street shall be assigned "ODD" numbers (*beginning with '3'*).
- c) That a default space for numbering shall be incrementing odd or even numbers for every 6m of frontage, e.g. 4, 6, 8, 10, or 3, 5, 7, 9.
- d) That an area with an established numbering pattern shall continue to use that numbering pattern.
- e) That cul-de-sacs shall be addressed with the lowest numbers starting at the intersection; except that addressing shall be continuous when a cul-de-sac and Public Highway have the same name and terminate where they intersect with each other.
- f) That a Municipal Address Number shall be assigned based on the architectural front of the building provided that there is a connection from the Street to the



Building; and where the Building design is unknown, to the legal lot frontage determined by the zoning by-law on corner lots.

- g) It is not the policy to avoid any particular number for any reason (13, 44, 69, 666). It is not the policy to assign “rounded-off” municipal numbers (50, 400, 555, and 1000).
- h) That only whole numbers are assigned to establish a separate identity for each Building. If necessary, and renumbering of surrounding buildings is not an option, alphanumeric numbers shall be used (i.e. 5A, 5B, 5C). Municipal Address Numbers shall not be fractional.
- i) That Municipal Address Numbers will generally not be assigned to vacant or severed lands until such time as an application for a building permit has been submitted or final certificate of consent has been issued. In cases where the approval of a consent application creates a situation where the original address now falls out of sequence from the newly created lots, it will have to be renumbered through the “Change/Additional Address Request Form”.

2.2 Municipal Address Unit Numbers

- a) Assignment of Municipal Address Unit Numbers:

Unit numbers are assigned sequentially based on the internal layout or floor plan of the building, ensuring logical progression. For multi-floor buildings, unit numbers typically include a floor indicator (e.g., 101 for Unit 1 on the first floor). Where applicable, unit numbers are coordinated with building entrances or key access points to ensure ease of identification.

- b) Forms of development that require Municipal Address Unit Numbers are found below:
 - i) Multi-Unit Residential Buildings: Including apartment buildings, stacked townhomes, and condominium complexes.
 - ii) Mixed-Use Properties: Where a property combines residential and commercial units.
 - iii) Commercial, Industrial, and Institutional Buildings: With multiple distinct units, such as office spaces or retail stores.
 - iv) Interior Additional Dwelling Units (ADUs): For properties with multiple internal units beyond the primary dwelling.



3.0 Policies for new Development

- a) Single family dwellings – That dwellings will be numbered by increments of 4’s
- b) Semi-detached dwellings – That each dwelling will be numbered by increments of 2’s with an interval of 2 between buildings.
- c) Street Townhomes – That each dwelling will be numbered by increments of 2’s with an interval of 2 between buildings.
- d) Quadraplex Street Townhomes – That the individual dwellings be addressed consecutively based on the location of the driveway frontage.
- e) Private Road Development, Commercial, or Industrial blocks – That one municipal address be assigned based on the main access driveway for the Private Road Development or blocks. It is the developer’s responsibility to assign unit-Municipal Address Unit Numbers for each Condominium unit. More than one Municipal Address may be assigned to a Private Road Development where the Private Road is named.
- f) Multiple Dwellings – That one address per Multiple Dwelling be assigned, and the owner assigns the individual Municipal Address Unit Numbers as required.
- g) Additional Dwelling Unit – Detached – That the letter ‘R’ will be assigned as a suffix to the Municipal Address. Alternatively, upon the request from the owner, if the proposed dwelling is located on a corner lot, the detached additional dwelling unit may be assigned a municipal address based on the street it is facing.
- h) Commercial, Industrial, Public and Institutional Buildings – That one Municipal Address be assigned per property, unless it is required to avoid confusion with multiple buildings on a site.
- i) City Parkland –That parkland properties be addressed based on the location of Buildings, structures, access points, parking areas, splash-pads, or playground areas.
- j) Utilities- That Municipal Address Numbers be assigned to utility facilities for reference purposes in the event of an emergency situation, and a “Change / Additional Address Request Form” has been submitted.

4.0 Policies for the Rural Area

- a) Agricultural land – That more than one municipal civic address may be given to a property where there is a second dwelling or large accessory buildings.
Further, more than one Farm 911 – Emergency Access Point (EAP) number



may be assigned to an individual property if more than one access exists, and it is deemed necessary to improve ease of identification.

- b) Other development – For Commercial, Industrial, Institutional, and Parkland properties, please refer to section 3.0.
- c) 911 Rural Numbering Signs
 - i) The Municipal Addressing and Street Naming By-law identifies the procedures and placement for the green and white coloured 911 rural numbering signs (municipal civic address signs for non-vacant properties).
 - ii) Appendix “A” identifies the procedures and placement of the red and white Farm 911 - Emergency Access Point (EAP) signs applicable to vacant rural and agricultural properties.

5.0 Change of Address / Additional Address

- a) A request for an address change or an additional number shall be made by using the “Change / Additional Address or Unit Request Form” and the appropriate fee is charged in accordance with the approved Growth Management User Fees.
- b) A request for a Farm 911 - Emergency Access Point (EAP) sign shall be made by using the Farm 911 - Emergency Access Point Application Form. There shall be no cost to the applicant for the assignment of the Emergency Access Point (EAP) number or for the fabrication or installation of the signage.

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