

## WHERE CAN I PURCHASE A CIVIC NUMBER SIGN?

**Windsor Fire Department**  
100 King Street, Windsor  
(902) 798-2121

**Brooklyn Fire Department**  
995 Highway 215, Brooklyn  
(902) 757-2043

Civic Number Sign Prices	
Single Sided	\$12.00-\$15.00
Double Sided	\$20.00
Metal post	\$20.00-\$22.00

***Please make sure your civic address is correctly posted!***

Property owners are responsible for posting their civic number in a location visible from the road. Having a visible civic number can help mail and delivery services, telecommunication providers, emergency response, and friends and family find you, and for navigation purposes.

## MORE INFORMATION

**For more information or to confirm your civic address, contact:**

West Hants Planning Department  
Municipality of West Hants  
76 Morison Drive, Wentworth Creek  
P.O. Box 3000  
Windsor, Nova Scotia  
B0N 2T0  
Telephone: (902) 798-8391, ext. 115  
Fax: (902) 798-8553  
[www.westhants.ca](http://www.westhants.ca)



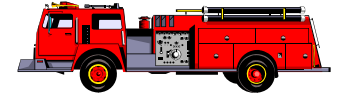
### **If you have questions about 911:**

911 Program  
Emergency Management Office  
P.O. Box 2581  
Halifax, Nova Scotia  
B3J 3N5

Telephone (902) 424-5620 or  
1-866-424-5620  
Email: [emo@gov.ns.ca](mailto:emo@gov.ns.ca)  
Website: [www.gov.ns.ca/emo](http://www.gov.ns.ca/emo)

## MUNICIPALITY OF THE DISTRICT OF WEST HANTS Civic Addressing By-law

### **FIRE....**



### **POLICE....**



### **AMBULANCE...**



## **DO THEY KNOW WHERE YOU ARE?**

Calling 911 is the second step to getting help.

The first step is displaying your civic number!



## WHAT IS A CIVIC ADDRESS?

A civic address is an identification system using a consistent method to address and locate buildings. The three main components are:

- Civic Number
- Street Name
- Community Name.

Example: 76 Morison Drive, Wentworth Creek

All roadways are divided into intervals and civic numbers are assigned depending on where the driveway intersects the road. This system allows room for future development.

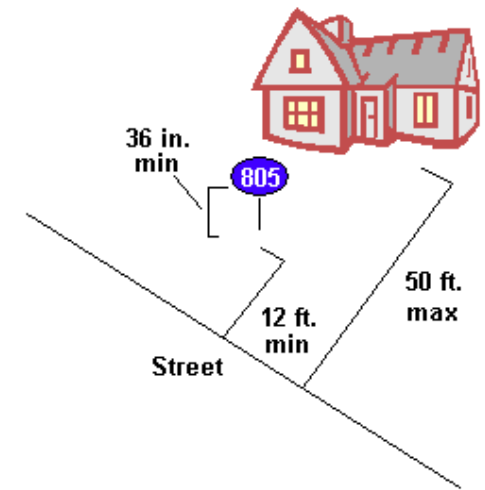
## ASSIGNING A CIVIC ADDRESS

New civic numbers are assigned during the building permit application process. Once a permit is issued, a civic number will be assigned automatically.

When the number has been assigned, the Planning Department will contact the property owner advising them of the new civic number. In addition, the Planning Department will also update the Provincial 911 database. Because of this step in the process, it is important that residents do not assign themselves a civic number. When this occurs, 911 is not aware of the address if an emergency call is placed from that location.

## POSTING CIVIC NUMBERS

- civic numbers shall be in numerals (i.e. 1, 2, 3...);
- the numerals shall be right side up;
- the civic number shall be displayed on the same side of the road as the building or property;
- the colour of the numerals shall clearly contrast with the background upon which the numbers are displayed;
- civic number signs shall either be composed of highly reflective material or effectively illuminated during the hours of darkness;
- the bottom of the numbers shall be a minimum of 36 inches (90 centimeters) above grade;
- the height of the numerals shall not be less than 2.5 inches (65 millimeters);
- civic numbers shall be posted between 12 and 50 feet (3.6 and 15 meters) of the closest edge of the traveled portion of the road which forms part of the civic address for the lot or building;
- the civic number shall be posted on the building or on a gatepost, signpost, or other structure on the lot on which the building is situated, excluding a utility pole;
- civic numbers shall face towards the road upon which the lot or building is situated and which forms part of the civic address for the lot or building (double-sided signage may be used; in this case the civic number shall be on both sides of the sign and perpendicular to the road);
- civic numbers shall be posted in a location which is not obstructed from view when viewed from the closest place on the traveled portion of the road (an intervening tree trunk or a vertical pole or post shall not alone be considered an obstruction); and
- no person shall post or permit to be posted a number that could be reasonably confused with a civic number.



## OCCUPANCY PERMIT WITHHELD

The Building Inspector shall not issue an occupancy permit before the assigned civic number is posted for the property.

## INFORMATION ON USING 911

When a call is placed to 911, the caller's phone number, civic address, and associated police, fire, and ambulance emergency responders are listed on the 911 screen (unless the call is made from a cell phone). You must confirm the civic address: the civic number, street name, and community name for the emergency location.

The 911 center does not dispatch emergency services; instead, the operator links the caller to the appropriate dispatch agency which will dispatch the required services.