



## City of Richmond

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Richmond, BC V6Y 2C1  
604-276-4000  
www.richmond.ca

# Guidelines For Painting House Address Numbers on City Street Allowance

**Transportation Division  
Traffic Operations Section**

**Contact 604-276-4210 Fax 604-276-4132**

Permission will be granted for the painting of house numbers on curbs on City streets providing that the following requirements are met:

1. Permission to be requested each calendar year of operation.
2. If any charge is to be made for the service, a business licence must be obtained from the City Permits Section.
3. A liability insurance policy is to be obtained which contains minimum limits of \$5,000,000 inclusive and a cross-liability clause. The City of Richmond is to be named as an additional insured insofar as the painting on City streets is concerned.
4. As the work is to be done on street property, written permission must be obtained from the Planning and Development Department, Transportation Division, subject to the following conditions:
  - a) That any house number so painted consists only of the actual house number on a painted background;
  - b) The number may be placed either on the top or face of the curb;
  - c) That the figures be between 6 centimetres and 8 centimetres high and of a type and style acceptable to the Planning and Development Department; a sample to be presented for examination prior to the permit being issued. The background shall extend approximately 1.5 centimetres beyond the figures and all around them;
  - d) That the figures be in black paint and the background be in either white or aluminium;
  - e) That quick drying paint be used and no number be left unattended before the paint has dried;
  - f) That at each house for which such service is provided, the householder be contacted personally before any work is done, and the householder be provided with a suitable card or receipt showing the name, address and telephone number of the person permitted to do the work; and
  - g) That the Planning and Development Department, Transportation Division, be kept advised of locations being serviced (604-276-4210) for inspectional purposes.