

CITY OF WEST KELOWNA

BYLAW NO. 0333, 2026

A BYLAW FOR THE ASSIGNMENT OF CIVIC ADDRESSING

WHEREAS the Council of the City of West Kelowna may, by bylaw, pursuant to the *Community Charter*, assign numbers to buildings or structures, and require owners or occupiers of real property to place assigned numbers in a conspicuous place on or near the property;

NOW THEREFORE, the Council of the City of West Kelowna, in open meeting assembled, hereby enacts as follows:

Part 1 Citation

- 1.1 This Bylaw may be cited as the “Civic Addressing Bylaw No. 0333, 2026”.

Part 2 Severability

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Part 3 Definitions

- 3.1 The definitions listed in the City of West Kelowna Zoning Bylaw apply to this bylaw.

In this bylaw, the following definitions have the following meanings:

“**City**” applies to the City of West Kelowna in all instances.

“**Interval**” is defined as the difference in numbers between the two grid lines, and for the purposes of this bylaw, is assessed to be 100.

“**Building Unit**” includes a residential dwelling unit, industrial or commercial premises operated as a separate business within a single building or series of buildings, to which a separate address may be assigned under the **Guidelines for Assigning Civic Addresses**.

Part 4 Scope

- 4.1 Lands within City Except as otherwise indicated, this Bylaw applies to all lands within the boundaries of the City of West Kelowna.

Part 5 Purpose of Bylaw

- 5.1 To provide guidelines for the orderly assigning and display of civic addresses, and to ensure consistent addressing for efficient emergency response, service delivery, and wayfinding.

Part 6 General Provisions

- 6.1 Civic addresses shall be assigned by the City in accordance with this Bylaw and the associated **Guidelines for Assigning Civic Addresses**.
- 6.2 Addresses not assigned by the City under this Bylaw or otherwise are deemed not to be a valid civic address, and no person shall post any address that is in conflict with the most recent civic address that has been issued by the City.

Part 7 Numbering Individual Lots

- 7.1 Due to the varying length of grid intervals, the standard measuring procedure may be adjusted on a case-by-case basis by the Community Development Department. See the internal guidance document **Guidelines for Assigning Civic Addresses** for examples, as well as the grid-measuring tool.
- 7.2 Determining if units are odd or even numbers shall be based on the following cardinal directions:
 - (a) Buildings on the north and west side of a street have even numbers, and;
 - (b) Buildings on the south and east side of a street have odd numbers.

Part 8 Assigning Civic Addresses, and Civic Address Display- General

- 8.1 The City will assign addresses when:
 - (a) A new lot(s) is created through subdivision or amalgamation;
 - (b) A dwelling or building unit is created within an existing Building;
 - (c) A new building is created; or
 - (d) A building permit is issued for a vacant lot.

- 8.2 Addressing must not be assigned off access easements, and will only be assigned off frontage streets. This applies to double frontage scenarios.
- 8.3 Civic Addressing Display and Placement Requirements
- 8.3.1 An address not assigned by the City is deemed not to be a valid civic address.
- 8.3.2 No building permit, business license, or municipal utility account will be issued to a property, residential dwelling unit, or other building unit without a valid civic address.
- 8.3.3 Every owner shall place and maintain assigned address numbering on a contrasting background and of a character size on the building and in a place that is easily visible from the fronting property line, as outlined in Table 1.
- 8.3.4 The address assigned by the City shall be affixed to a building no higher than the ceiling level of the ground floor or an equivalent height in special cases, e.g. structures that do not have a conventional ground floor with a defined ceiling level, used as a reference point in standard buildings.
- 8.3.5 Affixed addresses shall be at least 1.2 m above ground.
- 8.3.6 For number sizing and display, see Table 1 below for measurement details. The requirements outlined in Table 1 apply to all cases.

Table 1: Address numbering placement and measurement

Distance From The Property Line	Minimum Character Size (Non-illuminated)	Minimum Character Size (Illuminated)
0-6 m	10 cm (4 in)	7.5 cm (3 in)
6-20 m	15 cm (6 in)	10 cm (4 in)
Greater than 20 m	20cm (8 in)	15 cm (6 in)

- 8.3.6 For buildings that are greater than 20 meters from the front property line, where numbers are not visible from all directions on the street, or in the case of a panhandle lot, the following applies:
- (a) a duplicate set of numbers (in addition to the civic address on the building) must be permanently displayed beside the driveway at the property line to which the civic number applies; and
- (b) The numbers must meet the character size requirements outlined in Table 1.
- 8.3.7 Where landscaping or other structures obscure the visibility of a building from the street, the owner must erect a sign not exceeding
- Civic Addressing Bylaw No. 0333, 2026

0.4 m² in size on the property, clearly visible from the property line, and display the street numbers in accordance with the minimum character sizes outlined in Table 1.

- 8.3.8 All unit numbers and signage shall be made of a durable material, affixed to the building, signage, or other surface, and not be easy to remove.
- 8.3.9 Where an individual unit of a commercial or residential building has exterior access, every owner shall place and maintain the assigned unit number on the unit entry door or in proximity to the unit entry, and have a contrasting background.
- 8.3.10 For buildings with internal units, the owner must place unit numbers in accordance with the following:
- (a) On each unit doorway or close to the door; and
 - (b) The unit numbers must be of a minimum character size of 10 cm (4 in).
- 8.3.11 For properties with back lanes, the assigned civic address must be affixed to a building, sign, or fence adjacent to the back lane, so that the property's civic address is also identifiable from the property line adjacent to the back lane.
- 8.3.12 In cases when more than one property or building is accessed via a common driveway:
- (a) Individual civic numbers and/or unit numbers must be posted on each building as described in Table 1;
 - (b) Each civic address must be displayed at the property line of the fronting street; and
 - (c) If a driveway splits to provide access to more than one property, numbers shall be displayed at each point of intersection to indicate which driveway leads to which address.
- 8.3.13 In cases where physical access to a property is only from an unnamed lane, easement, or private road, an address marker shall be placed at the property line, and directional signage shall be installed at the lane entrance to where the property may be accessed.
- 8.3.14 Secondary suite and carriage house addresses shall be posted so that numbers are visible from the front property line.

Part 9 Assigning Civic Address and Address Display: Single Detached Dwelling, Secondary Suites, and Carriage Homes (Two Unit Combinations)

9.1 Single Detached Dwellings

9.1.1 The numbering for single detached dwellings shall be based on available numbers within a grid, with a minimum interval gap of 4.

9.1.2 Single detached dwelling units shall be provided with one (1) unique civic address number.

9.2 Assigning Civic Addresses and Address Display: Single Detached Dwelling with Secondary Suite

9.2.1 Suites shall be assigned the unit number '1' and the letter 'B', followed by the main civic address of the Single Detached Dwelling.

9.3 Assigning Civic Addresses and Address Display: Single Detached Dwellings with Carriage House

9.3.1 Carriage homes shall be provided the unit number '2' followed by the main civic address of the single detached dwelling.

Part 10 Assigning Civic Addresses, and Address Display: Duplex, and Duplex(s) with Secondary Suites

10.1 Each unit in a duplex shall be assigned a unique civic address number.

10.1.2 Duplexes shall be assigned numbering in intervals of 2.

10.2 Assigning Civic Addresses and Address Display: Duplex with Secondary Suites:

10.2.1 Suites in duplexes shall be assigned a unit number and the letter B.

10.3 Assigning Civic Addresses, and Address Display: Duplex in Strata Developments:

10.3.1 Secondary suites in a duplex with a shared common address shall be assigned the letter 'B' as an indicator of the suite, followed by the duplex unit number, and the main civic address of the duplex in which the suite is located.

Part 11 Assigning Civic Addresses and Address Display: Single Detached Dwelling with Secondary Suite and Carriage House (Three Unit Combinations)

11.1 Single detached dwellings shall each be assigned one (1) unique civic address number.

- 11.2 Carriage homes shall be assigned the unit number '2', followed by the unique civic address for the single detached dwelling.
- 11.3 Secondary suites located in the primary single detached dwelling will be assigned the unit number '1' and the letter 'B' as an indicator of the suite, followed by the primary civic address (i.e. 1B-xxxx).

Part 12 Assigning Civic Addresses and Address Display: Townhouses (Three or More Units)

- 12.1 If the dwelling units are directly accessed from the road right-of-way, each unit shall be assigned a unique civic address (provided numbering is available).
 - 12.1.1 If only one dwelling unit is directly accessed from the road right-of-way and other units are accessed from a lane, each dwelling unit shall be assigned a unit number.
- 12.2 If more than one building exists on a single lot, one (1) main civic address shall be assigned.
 - 12.2.1 For each individual unit, a unit number shall be assigned, followed by the main civic address of the property.

Part 13 Assigning Civic Addresses, and Address Display: (Four Units)

- 13.1 Single detached dwelling units shall be provided with one (1) unique civic address number.
 - 13.1.1 Secondary suites within the primary single detached dwelling shall be assigned the unit number '1' and the letter 'B' as an indicator of the suite, followed by the primary civic address (i.e. 1B-xxxx).
- 13.2 Carriage homes shall be provided =the unit number '2' followed by the main civic address of the single detached dwelling (i.e. 2-xxxx).
 - 13.2.1 Secondary suites located within carriage homes shall be provided the unit number '2' and the letter 'B', followed by the address of the carriage house (i.e. 2B-xxxx).
- 13.3 Four-unit developments (e.g. four-plex) shall be assigned (1) unique civic address number, and each dwelling shall be assigned a unit number from 101 to 104, followed by the main civic address for the development.

Part 14 Assigning Civic Addresses, and Address Display: Townhomes (Four or More Units)

14.1 If townhouse units are directly accessed from the road right-of-way, each unit shall be assigned a unique civic address (provided numbering is available).

14.1.1 When numbering is not available, or townhome units are not directly accessed from the road right of way, one (1) civic number shall be assigned to the development or parcel, with unit numbers assigned to each dwelling.

14.1.2 Each dwelling will be numbered with an interval of two between buildings.

Note: Refer to the internal Guidelines for Assigning Civic Addresses for instructions and examples on assigning address numbers to 4-unit developments, including duplexes with two secondary suites, and townhome developments.

Part 15 Assigning Civic Addresses, and Address Display: Multiple-unit Buildings (Residential Apartments)

15.1 All apartments and other multiple-unit buildings shall be assigned one (1) common civic address.

15.1.1 The developer shall assign individual unit numbers to each individual unit.

15.1.2 All first-storey (ground floor) dwelling units will be addressed starting with 101.

15.1.3 Second-story units shall begin with 201 and be numbered in the same manner as the first storey.

15.1.4 All subsequent floors shall number units according to the level they are located on.

Part 16 Assigning Civic Addresses, and Address Display: Multiple Unit Buildings (Commercial Developments)

16.1 Commercial and industrial buildings will be given numbers for each front entrance, providing all the front entrances face a public right-of-way. If one or more front entrances do not face a public right-of-way, only one (1) number will be provided per lot.

16.2 For single-storey commercial developments, each unit in a strip-style commercial complex shall be assigned a unit number starting with 101.

16.3 or multiple building commercial developments, each building shall be assigned its own civic address, with unit numbers used for individual units within the building.

16.3.1 If commercial buildings have multiple storeys, the ground floor units shall be assigned address numbers beginning with 101. Second-floor units shall begin with 201.

Part 17 Assigning Civic Addresses, and Address Display: Mobile Home, Manufactured Home, and Modular Home Parks

17.1 Mobile homes will be assigned a unit number of the civic address, starting with the unit number 101. If the number of units exceeds 99, unit numbering shall be between 1-999.

17.2 The entrance where the unit numbers start shall be called the 'principal entrance', with unit 101 closest to the right side of the principal entrance.

17.3 Manufactured homes and modular homes in a subdivision will be numbered as single detached housing.

17.3.1 Manufactured home parks will be provided with one (1) number. Park owners may provide unit numbers for individual mobile home spaces.

17.3.2 Modular home parks will be provided with one (1) number. Park owners may provide unit numbers for individual mobile home spaces.

Part 18 Assigning Civic Addresses, and Address Display: Bareland Strata Developments

18.1 If the bareland strata development has a named 'private road', each strata lot shall be assigned a unique civic address on the named private road.

18.1.1 If the bareland strata 'private road' has not been named, individual strata lots will be given the main civic address plus a unit number.

Part 19 Re-Addressing Existing Properties or Units

19.1 Consideration shall be given to changing addresses in the following instances:

(a) Where a residential dwelling or other building is on a corner lot and faces a different street than which it is currently addressed;

(b) Where public safety or operational benefit exists; or
Civic Addressing Bylaw No. 0333, 2026

(c) In the case of a subdivision or redevelopment, where there is a need to accommodate additional addresses.

19.1.1 For address change requests, consideration shall be given to the change of a street address or unit number change upon receipt of a formal written request to the City of West Kelowna, including sufficient justification, and information about where the new street number and unit number(s) fit within the existing addressing framework of the street or building.

19.2 The City of West Kelowna assumes no responsibility for:

(a) The costs associated with any change to an address;

(b) The notification of any person or organization that a change of address has occurred; nor

(c) Losses, damages, or claims arising from any reason from a change of address.

19.3 In the case where the development or new subdivision of land triggers the change of an address for property(s) not involved in the subdivision or development, all costs arising from the change of address shall be at the expense of the developer.

19.4 The City's General Manager of Community Development may renumber or alter the assigned numbers in respect of any building on any parcel, including those already in existence or numbered.

Part 20 ENFORCEMENT

20.1 The General Manager of Community Development, Senior Planning Manager, Building Department Manager, Development Services Clerk, Fire Inspector, Building Inspector, Business Licensing staff and Bylaw Enforcement Officer are authorized to enforce the provisions of this Bylaw.

20.2 Any person violating any provision of this Bylaw is liable on summary conviction to a fine.

20.3 Each day that the offence continues constitutes a separate offence.

READ A FIRST TIME
READ A SECOND TIME
READ A THIRD TIME
ADOPTED

MAYOR

CORPORATE OFFICER