



**Town of Brunswick, Maine**  
Incorporated 1739  
Brunswick Fire Department



"Working Today for a Safer Tomorrow"

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Dear Citizens of Brunswick,

The Brunswick Police and Fire Departments recognize the importance of superior public safety and wish to continue to provide this service. In order to do so effectively, we need your help.

There are many buildings in the Town of Brunswick that are not properly numbered or not numbered at all. The emergency service providers are continuously running into this obstacle when responding to emergencies. During emergency responses our people often use all the visible numbers on the road to help expedite their response to the call for help. The absence of numbers often leads to slower vehicle response. This leaves our responders wasting valuable time when searching for the correct location. A properly numbered building would ensure a quicker response time.

Please consider this letter a courteous reminder of the Town of Brunswick Street Addressing Ordinance Chapter 14 effective June 20, 2001 which provides the method to number your structure. The relevant sections are listed on the back of this sheet and explain the proper numbering system and compliance enforceable by the Town of Brunswick Codes Office.

The criteria for numbering a building have been simplified and listed below for your reference:

- Numbers must be a minimum of 4 inches in height
- Numbers need to contrast with background color
- Numbers need to be displayed by the front door or entry if the structure is located within 50 feet of the road
- Numbers need to be displayed on a post, fence, wall, mailbox adjacent to the driveway if the structure is over 50 feet or not visible from the road
- Post numbers on both sides of the mailbox so they may be seen from either direction
- Post numbers high enough so that they will not be covered by snow
- Post your street number even if you have a post office box

Your cooperation on this matter is necessary and will make a significant difference responding to emergency calls. Please help us to help you, and together we will work towards a safer tomorrow.

Thank you,

Jeff Emerson  
Deputy Chief  
Fire Prevention Division  
Brunswick Fire Department

Marc Hagan  
Deputy Chief  
Brunswick Police Department

**Sec. 14-29. Numbering system.**

The following criteria shall govern the numbering system:

- (a) Numbers shall be assigned every fifty (50) feet along both sides of the road, with even numbers appearing on the right side of the road and odd numbers appearing on the left side of the road, as the numbers ascend. A 25-foot or less interval may be applied in more densely structured areas.
- (b) All number origins shall begin from the center of town or that end of a road closest to the designated origin. For dead end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.
- (c) The number assigned to each structure shall be that of the numbered interval falling closest to the front door or the driveway of said structure if the front door cannot be seen from the main road.
- (d) Every structure shall have a separate number, apartments will have one road number with an apartment number, such as 235 Maple Road, Apt 2.

**Sec. 14-30. Compliance.**

- (a) All owners of structures shall, within ninety (90) days following the effective date of this ordinance, display and maintain in a conspicuous place on said structure, assigned numbers in accordance with section 14-30 (b) through (e).
- (b) Number on the structure or residence. Where the residence or structure is within fifty (50) feet of the edge of the road right-of-way, the assigned number shall be displayed on the front of the residence or structure in the vicinity of the front door or entry.
- (c) Number at the road line. Where the residence or structure is over fifty (50) feet from the edge of the road right-of-way or is otherwise not visible from the road right-of-way, the assigned number shall be displayed on a post, fence, wall, the mail box, or on some structure at the property line adjacent to the walk or access drive to the residence or structure.
- (d) Size, color, and location of number. Numbers shall be of a color that contrasts with their background color and shall be a minimum of four (4) inches in height. Numbers shall be located to be visible from the road in any direction of travel at all times of the year.
- (e) Proper number. Every person whose duty it is to display an assigned number shall remove any different number which might be mistaken for, or confused with, the number assigned in conformance with this ordinance.
- (f) Interior location. All residents and other occupants shall post their assigned number and road name adjacent to their telephone for emergency reference.

**Sec. 14-32. Penalties.**

The Code Enforcement Officer shall give a property owner who violates any of the provisions of this code a written notice of violation, which shall include the action necessary to correct the violation, and allow two weeks for correction before enforcement under this section. A person who violates any of the provisions of this code shall be punished by a civil penalty of not less than twenty-five dollars (\$25.00) and not more than one hundred dollars (\$100.00). This code shall be enforced by the Code Enforcement Officer.