

TORONTO MUNICIPAL CODE
CHAPTER 598, NUMBERING OF PROPERTIES

Chapter 598

NUMBERING OF PROPERTIES

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[History: Adopted by the Council of the City of Toronto October 3, 2002 by By-law 722-2002.¹ Amendments noted where applicable.]

General References

Building construction and demolition - See Ch. 363.

Property standards - See Ch. 629.

***Assessment Act, 1990* - See R.S.O. 1990, c. A.31.**

***Municipal Act, 1990* - See R.S.O. 1990, c. M.45.**

§ 598-1. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

ASSESSMENT CORPORATION - The Municipal Property Assessment Corporation established under the *Assessment Act* for the purpose of creating, administering, maintaining and updating the assessment roll.

ASSESSMENT ROLL - The Provincial tax assessment roll as established and maintained under the *Assessment Act*.

¹ Editor's Note: This by-law was passed under the authority of paragraphs 112 and 113 of section 210, section 220.1 and section 320 of the *Municipal Act*, R.S.O. 1990, c. M.45; and this by-law also provided that it shall continue after January 1, 2003 under the authority of paragraphs 1, 2 and 7 of section 11, section 116, section 391 and section 427 of the *Municipal Act, 2001*, S.O. 2001, c. 25. This by-law repealed Chapter 246, Numbering of Buildings, of the Municipal Code of the former Corporation of the City of Toronto; Chapter 179, Numbering of Buildings, of the Municipal Code of the former Corporation of the City of Etobicoke; Borough of East York By-law 400, being "A By-law to provide for numbering buildings and lots along highways"; City of North York By-law 31490, being "A By-law to provide for the numbering of buildings and lots on public highways within the City of North York and to repeal By-law 16682"; Section 25 of City of York By-law 11633, being "A By-law respecting streets"; and City of York Municipal Code Chapter 820, NUMBERING - BUILDING - LOT.

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DEPUTY CITY MANAGER - The Deputy City Manager with the oversight responsibility for Engineering and Construction Services, or his or her designate. [Amended 2005-06-16 by By-law 584-2005; 2017-03-29 by By-law 296-2017]

PROPERTY - Buildings and lots along any public highway, beach, park, reserve or any other property considered by Council to be necessary to number, and shall include private streets and lanes within the geographic boundaries of the area formerly under the jurisdiction of The Corporation of the City of Toronto and, commencing January 1, 2003, all other private streets and lanes.

STREET - A "highway" as defined in subsection 1(1) of the *Municipal Act*.

§ 598-2. Official record of municipal addresses and highways.

[Amended 2005-06-16 by By-law 584-2005]

- A. The "One Address Repository" component of the City's corporate data base, as amended from time to time, is the official record of the municipal addresses of properties within the City.
- B. The property data maps, as amended from time to time, are the official record of highways within the City.
- C. The Deputy City Manager shall have due regard to lot configurations for the property as identified under the applicable land registry system and the assessment roll.
- D. The municipal addresses of properties contained in the official register shall, based on the geographic areas of the former municipalities as they existed prior to January 1, 1998, include one of the following former municipal identifiers: "former Toronto," "East York," "York," "North York," "Etobicoke" or "Scarborough."

§ 598-3. Assignment of municipal addresses.

[Amended 2005-06-16 by By-law 584-2005]

- A. The Deputy City Manager is authorized to assign to any property the municipal address appearing in the official record as the proper municipal address for the property.
- B. Where a new building is erected, the Deputy City Manager shall assign to the building a municipal address conforming to the municipal addresses of the other properties on the street, beach, park or reserve according to the official record.
- C. No person shall affix or permit to be affixed to any property any municipal address number other than the municipal address number appearing in the official record as advised by the Deputy City Manager.

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§ 598-4. Change of municipal address by Deputy City Manager; service charges.

[Amended 2005-06-16 by By-law 584-2005]

- A. Whenever it becomes necessary to have the municipal address numbers changed on any street, or portion of a street, the Deputy City Manager may, with the authorization of Council, renumber the buildings or lots along the street or portion of a street by requiring the owners or occupants of properties to remove the old municipal address numbers and affix new municipal address numbers to the properties in compliance with the requirements of this chapter.
- B. Where a request is received from the owner or occupant of a property for a new municipal address for any property, a service charge for the processing of the application shall be charged in the amount of \$300, plus GST, for the first address and \$29, plus GST, for each additional address required for the property.
- C. Despite Subsection B, where a request is received from the owner or occupant of a property to change the municipal address for any property as a result of a land severance/consolidation, rezoning application, development review or building permit application, a service charge for the processing of the application shall be charged in the amount of \$115, plus GST, for the first address and \$29, plus GST, for each additional address.
- D. The charges set out in Subsections B and C shall automatically increase on the first day of January of each year after the coming into force of this chapter by the percentage increase in the All Items Index of the Consumer Price Index (not seasonally adjusted) for the Toronto Census Metropolitan Area, published by Statistics Canada, for the twelve-month period ending on October 1 in the year immediately preceding the year of the rate increase.
- E. The charges set out in Subsections B and C shall not apply to:
 - (1) Address changes as a result of the renaming of a street;
 - (2) Address changes initiated by the Deputy City Manager in order to improve the administration and delivery of City services; or
 - (3) Internal numbering schemes for condominium units which do not have direct access to a street.

§ 598-5. Recording of municipal addresses in assessment roll.

[Amended 2005-06-16 by By-law 584-2005]

The Deputy City Manager shall immediately report the assignment or renumbering of municipal addresses under § 598-3 or 598-4 to the Assessment Corporation for the purpose of updating the assessment roll.

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§ 598-6. Requirement to affix municipal address numbers.

[Amended 2005-06-16 by By-law 584-2005]

- A. The owner or occupant of a property shall affix, maintain or cause to be affixed and maintained, as required by this chapter, the appropriate municipal address number for the property at a conspicuous, clearly visible location facing the street providing primary access to the property, and shall remove or cause to be removed any inaccurate or non-complying municipal addresses.
- B. In the case of single-family residential properties, municipal address numbers shall be of a minimum size depending on the distance of the setback from the curb or, if there is no curb, the edge of that portion of the roadway used for vehicular traffic on the street providing primary access to the building or lot as follows:

Maximum Setback (metres)	Minimum Size (metres)
15	0.10
22.5	0.15
30	0.20
45	0.30
60	0.40

- C. In the case of commercial, industrial, institutional or multi-residential properties, municipal address numbers shall:

- (1) Be of a minimum size depending on the distance of the setback from the curb or, if there is no curb, the edge of that portion of the roadway used for vehicular traffic on the street providing primary access to the building or lot as follows:

Maximum Setback (metres)	Minimum Size (metres)
15	0.20
22.5	0.30
30	0.40
45	0.60
60	0.80

- (2) Be placed on or in proximity to existing light fixtures.
- (3) Upon the sale of a property or commencement of occupation by a sole tenant of a commercial or industrial property, be illuminated by the new owner or occupant

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through the installation of appropriate illumination so as to render them clearly visible to the satisfaction of the Deputy City Manager.

- D. The Deputy City Manager may alter the minimum size of a municipal address number required under this chapter and require directional signage when site constraints would compromise the dispatch of emergency services to a property requiring a municipal address.
- E. No person shall, after the date this chapter comes into force, affix or permit to be affixed to any property a municipal address number which does not comply with the requirements of this chapter.

§ 598-7. Deputy City Manager may affix municipal address numbers; recovery of expenses.

[Amended 2005-06-16 by By-law 584-2005]

- A. Where an owner or occupant of a property has not complied with the requirements of §§ 598-3, 598-4A or 598-6, the Deputy City Manager shall serve the owner or occupant with notice of failure to comply with the requirements of this chapter, and, where the deficiency has not been remedied within 30 days of receipt of the notice by the owner or occupant, the Deputy City Manager may affix the municipal address numbers to the property as required under this chapter and shall charge the owner or occupant of the property the expense incident to the numbering of the property.
- B. The expense of affixing municipal addresses under Subsection A shall be charged according to the schedule contained in Subsection C, plus interest, and may be collected in the same manner as taxes and, if paid by the occupant, subject to any agreement between the occupant and the owner of the property, may be deducted from any rent payable by the occupant to the owner.
- C. The expenses incident to the affixing of municipal addresses under Subsection A shall be determined as follows:

Materials	\$15.00
Installation	\$75.00
Administration	\$25.00
Total Cost	\$115.00
- D. The total cost payable under Subsection C shall be calculated separately for each set of municipal addresses as required in the opinion of the Deputy City Manager to be affixed to a property and shall automatically increase on the first day of January of each year after the coming into force of this chapter by the percentage increase in the All Items Index of the Consumer Price Index (not seasonally adjusted) for the Toronto Census Metropolitan Area, published by Statistics Canada, for the twelve-month period ending on October 1 in the year immediately preceding the year of the rate increase.

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§ 598-8. Offences.

Any person who contravenes any provision of this chapter is guilty of an offence.²

§ 598-9. Commencement of offence provision.

Section 598-8 of this chapter shall come into force two years after the date this chapter is enacted by Council.

² Editor's Note: This section was passed under the authority of section 320 of the *Municipal Act*, R.S.O. 1990, c. M.45, and, under section 61 of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, a person convicted of an offence under this section is liable to a fine of not more than \$5,000.