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BOARD OF SUPERVISORS' MEETING
March 127, 2026

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Board Letter 02

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County of Lassen
Department of Planning and Building Services

• Planning • Building • Environmental Health • Code Enforcement • Surveyor • Surface Mining

March 11, 2026

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TO: Lassen County Board of Supervisors
Agenda Date: March 17, 2026

Zoning and Building
Inspection Requests
Phone: 530 257-5263

FROM: Gaylon F. Norwood, Director *MAN*

SUBJECT: Ordinance amending Section 12.36.030 (Assignment), Section 12.36.054 (Maps) and Section 12.36.058 (Display of numbers) of Chapter 12.36 (House Numbering) of the Lassen County Code.

ACTION REQUESTED:

1. Receive Report; and
2. Introduce the ordinance and read (or waive); and
3. Continue until March 24, 2026, for adoption.

Summary:

This is a routine update to the House Numbering Ordinance (County Code Chapter 12.36, attached).

The following is a summary of the edits that have been made:

- **Section 12.36.030 (Assignment).** Responsibility for house numbering is shifted from the Public Works Department to the Planning and Building Services Department since the Surveyor's Office (responsible for house numbering) is in the Planning and Building Services Department. The proposed ordinance also clarifies that assignment of a house number is to occur prior to the issuance of a building permit on any new construction.
- **Section 12.36.054 (Maps).** This section references a Master Grid Index Map, which states that the point of origin shall be shown thereon. This does not make sense because the addressing system is based on the Universal Transverse Mercator grid system and the point of origin for this system is definitely not within Lassen County. The proposed ordinance simply removes these words.
- **Section 12.36.058 (Display of numbers).** Section 12.36.058 currently states that "written notice" shall be provided to the owner or occupant of buildings or land which are assigned addresses. Almost all of the addressing requests that the County Surveyor gets

are received by telephone, thus he responds back by telephone. This is corrected by adding the words “either verbal notice or...” to the second sentence of that section. The proposed ordinance also clarifies that the numbers must be displayed prior to an inspection on any issued building permit for new construction. Lastly, this section is also corrected so that the letters are required to be four inches, as is required by Chapter 9.16 (Fire Hazards).

:gfn

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ORDINANCE NO. _____

Ordinance Amending Sections 12.36.030 (Assignment), Section 12.36.054 (Maps) and Section 12.36.058 (Display of numbers) of the Lassen County Code.

The following ordinance, consisting of five sections, was duly and regularly passed and adopted by the Board of Supervisors of the County of Lassen, State of California, at a regular meeting of the Board of Supervisors held on the _____ day of _____, 2026, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Chairman of the Board of Supervisors,
County of Lassen, State of California

Attest:
JULIE BUSTAMANTE
Clerk of the Board

By: _____
MICHELE YDERRAGA, Deputy Clerk of the Board

I, MICHELE YDERRAGA, Deputy Clerk of the Board of the Board of Supervisors, County of Lassen, do hereby certify that the foregoing ordinance was adopted by the said Board of Supervisors at a regular meeting thereof held on the _____ day of _____, 20____.

Deputy Clerk of the County of Lassen Board of Supervisors

**THE BOARD OF SUPERVISORS OF THE COUNTY OF LASSEN
ORDAINS AS FOLLOWS:**

SECTION ONE: This ordinance shall take effect thirty (30) days from the date of its passage, and before the expiration of fifteen (15) days after its passage a summary shall be published with the names of the members voting for and against the same, once in a local newspaper of the County of Lassen, State of California.

SECTION TWO: Section 12.36.030 of Lassen County Code is amended to read as follows:

Section 12.36.030 Assignment

The planning and building services department shall have sole authority for assignment of house and/or lot numbers in accordance with this chapter. It shall be the duty of the building division to require the assignment of numbers as required by this chapter prior to the issuance of a permit on any new construction completed after the effective date of subindex maps for the area in which the construction is taking place.

SECTION THREE: Section 12.36.054 of Lassen County Code is amended to read as follows:

Section 12.36.054 Maps.

- A. Master Grid Index Map. A master grid index map or maps shall be adopted by the board of supervisors showing the base lines and index lines. The map or maps shall become effective on adoption by resolution of the board.
- B. Subindex Grid Maps. Subindex maps shall be prepared by the county surveyor showing details of precisely numbered areas. These maps shall then be maintained as necessary by the county surveyor to designate the numbers and location of numbers assigned to particular buildings or lands. These maps shall become effective on completion or revision by the county surveyor.

SECTION FOUR: Section 12.36.058 of Lassen County Code is amended to read as follows:

Section 12.36.058 Display of numbers

After the effective date of any subindex map, or revision thereof, the county surveyor will give either verbal notice or written notice to the owner or occupant of buildings or land which are assigned, or reassigned numbers pursuant to this chapter, which notice shall contain the new number assigned. Written notice may be given by posting, personal delivery or first class mail. Notice of Assigned or Reassigned numbers shall be given to the building division which shall require display of the number prior to inspection of any

issued permit. Within thirty days after the county surveyor has given notice, the owner or occupant of the building or property shall cause the number to be displayed horizontally on the building or land in such manner as to be visible from the street or road on which the building or land fronts and shall remove or obscure from public view any old or previous numbers not in accordance with this chapter; provided, however, that where buildings are removed a considerable distance from any public street or road such number shall be displayed at the entrance of any roadway or driveway leading to such building; provided further, that in rural areas where rural free delivery of mail is provided, the number may be displayed horizontally upon receptacles designed for the delivery of mail where the receptacle is in the proximity of the roadway or driveway leading to the building. Numbers shall be maintained in a neat and orderly manner so as to remain readable. Numbers displayed shall be a minimum height of four inches, be reflective, shall not exceed a maximum height of one foot unless approved by the board of supervisors and shall be of a contrasting color from the basic background.

SECTION FIVE: If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The Board of Supervisors hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

CHAPTER 12.36
HOUSE NUMBERING

§ 12.36.010. Title.

The ordinance codified in this chapter shall be known as "the house and lot numbering ordinance for Lassen County."

(Ord. 377 § 1, 1966)

§ 12.36.020. Definitions.

"House or lot number" means the street or road address assigned to a parcel of real property for identification purposes and shall be exclusive of all other numbers such as subdivision lot numbers, etc.

(Ord. 377 § 2, 1966)

§ 12.36.030. Assignment.

The public works department shall have sole authority for assignment of house and/or lot numbers in accordance with this chapter. It shall be the duty of the building department to require the installation of numbers as required by this chapter prior to the issuance of a final inspection permit on any new construction completed after the effective date of subindex maps for the area in which the construction is taking place.

(Ord. 377 § 1, 1966; Ord. 446 § 2, 1980)

§ 12.36.040. Appeals.

The planning commission shall function as an appeals board to review disputes over house and/or lot number assignments and the recommendation of this commission shall be final.

(Ord. 377 § 2, 1966)

§ 12.36.050. System.

The basis for the uniform property numbering system shall be universal Transverse Mercator Grid, Zone 10, as shown on the U.S. Geological Survey Quadrangles for Lassen County, in metric units. These metric grid lines will control the numbering scheme. House numbers shall be assigned along each line in increasing magnitude in easterly and northerly directions in accordance with the distance from the point of origin. One thousand six hundred and nine numbers shall be assigned to each mile along the grid lines which, for the purposes of this section, shall be deemed equivalent to one thousand numbers per kilometer. Lassen County's number range is approximately 4,399,000 on the south to 4,563,000 on the north and 639,000 on the west to 758,000 on the east. For the purposes of determining the proper number for a particular location, the number assigned shall be proportioned to the distance of the location from its adjoining index lines and shall be in sequence with numbers established on adjacent properties. On all streets and roads the numbering will be even on the south and east and odd on the west and north. To insure a six digit number (and prevent future confusion) the four million

§ 12.36.050

§ 12.36.058

digit will be eliminated from the south-north number range.
(Ord. 377 § 1, 1966; Ord. 446 § 3, 1980)

§ 12.36.054. Maps.

- A. Master Grid Index Map. A master grid index map or maps shall be adopted by the board of supervisors showing the point of origin, base lines and index lines. The map or maps shall become effective on adoption by resolution of the board.
- B. Subindex Grid Maps. Subindex maps shall be prepared by the county surveyor showing details of precisely numbered areas. These maps shall then be maintained as necessary by the county surveyor to designate the numbers and location of numbers assigned to particular buildings or lands. These maps shall become effective on completion or revision by the county surveyor.

(Ord. 446 § 4, 1980)

§ 12.36.056. Road names.

All streets and roads, whether public or private, whether dedicated or not, and county highways (all hereinafter referred to as "roads") shall be named pursuant to this section and such roads shall be known by the name assigned. No road shall be deemed officially named unless it has been approved by the board of supervisors by order duly made and reflected in its minutes or by resolution. All official names existing on the effective date of this chapter shall remain the same until changed pursuant to this section. The public works department shall administer this section and shall have administrative responsibility for all road naming in the county. The public works department shall maintain a list of all road names so approved or in existence and shall certify to the board of supervisors that no name submitted for approval duplicates or so closely approximates an existing name as to cause confusion. The public works department shall initiate a program to officially name all existing roads for which no name has been officially named. Where unofficial road names exist or are commonly used on the effective date of this chapter they may continue to be used and the public works department shall initiate their official naming, provided that they are not in conflict with existing official names. Where a public hearing is required to officially name, or change the name of a road, the public works department shall initiate such a hearing before the board of supervisors. No subdivision or division of land shall be approved until all the roads therein or contiguous thereto have been officially named by the board of supervisors after one name for its entire length or where a road changes direction by ninety degrees or greater a different name may be adopted for such changed direction to facilitate its numbering.

(Ord. 446 § 5, 1980)

§ 12.36.058. Display of numbers.

After the effective date of any subindex map, or revision thereof, the county surveyor will give written notice to the owner or occupant of buildings or land which are assigned, or reassigned numbers pursuant to this chapter, which notice shall contain the new number assigned. Written notice may be given by posting, personal delivery or first class mail. Notice for new construction shall be given to the building department which

§ 12.36.058

§ 12.36.070

shall require display of the number prior to the issuance of a final inspection permit. Within thirty days after the county surveyor has given notice, the owner or occupant of the building or property shall cause the number to be displayed horizontally on the building or land in such manner as to be visible from the street or road on which the building or land fronts and shall remove or obscure from public view any old or previous numbers not in accordance with this chapter; provided, however, that where buildings are removed a considerable distance from any public street or road such number shall be displayed at the entrance of any roadway or driveway leading to such building; provided further, that in rural areas where rural free delivery of mail is provided, the number may be displayed horizontally upon receptacles designed for the delivery of mail where the receptacle is in the proximity of the roadway or driveway leading to the building. Numbers shall be maintained in a neat and orderly manner so as to remain readable. Numbers displayed shall be a minimum height of three inches, shall not exceed a maximum height of one foot unless approved by the board of supervisors and shall be of a contrasting color from the basic background.

(Ord. 446 § 6, 1980)

§ 12.36.060. Legal description of property not affected.

The adoption and implementation of this chapter shall in no manner affect the legal description of any property.

(Ord. 446 § 7, 1980)

§ 12.36.062. Plans.

Any preparation of numbering plans in advance of improvements on lots or any changes in existing lot numbers which involve two or more lots shall be accomplished in cooperation with other county departments, incorporated cities, utility companies and districts, fire departments and districts, and with the U.S. Post Offices affected.

(Ord. 377 § 1, 1966; Ord. 446 § 8, 1980)

§ 12.36.064. Penalty.

Any person, either owner or occupant, firm, partnership, copartnership, corporation, whether as principal, agent or employee, failing or refusing to display an assigned number or displaying or permitting to be displayed a number not assigned, or removing or failing to maintain an assigned number shall be guilty of an infraction punishable by a fine not exceeding fifty dollars for a first violation, a fine not exceeding one hundred dollars for a second violation within one year and a fine not exceeding two hundred fifty dollars for each additional violation within one year. Each day of a violation of this chapter shall constitute an additional and separate offense.

(Ord. 446 § 9, 1980)

§ 12.36.070. Amendments.

This chapter may be amended in part or in whole through action initiated by the planning commission or the board of supervisors and such amendment shall be preceded by advertisement in local newspaper at least ten days prior to date of at least one public

§ 12.36.070

§ 12.36.070

hearing which will be conducted by the board of supervisors.
(Ord. 377 § 2, 1966)