



County of Lassen  
Department of Planning and Building Services

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

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March 18, 2026

Zoning and Building  
Inspection Requests  
Phone: 530 257-5263

TO: Lassen County Board of Supervisors  
Agenda Date: March 24, 2026

FROM: Gaylon F. Norwood, Director *GFN*

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. Waive the second reading; and
2. Adopt ordinance; and/or
3. Provide direction to staff.

**Summary:**

This ordinance was introduced at the Board's March 17, 2026, meeting. Please see the March 17, 2026, staff report and packet for more information.

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X/Pla/Admin/Files/322.023

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.