



City of Port Jervis
20 Hammond Street
Port Jervis, New York 12771

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****** IMPORTANT NOTICE******

*The City of Port Jervis will be reviewing, updating, and correcting
premise identification issues.*

Why you should have your building properly identified:

First: To make sure 911 and emergency services can find you.

In order to help emergency services. 911 requests that the City of Port Jervis no longer use hyphenated numbers.

The building must be clearly marked with the correct ADDRESS.

Each residence, business and apartment must be clearly marked with their correct number. Businesses and apartment buildings must be marked and identified with suites and apartment numbers. This will facilitate a quicker response in any emergency situation.

1st Floor Retail - Units to carry Suite #'s

2nd Floor Offices - Units to carry Offices Suite #'s
ie: 555 Main Street Suite #1, Suite #2, etc.

OR

2nd Floor Apartments - Units to carry Apts.
ie: 555 Main Street Apt. 2A, Apt. 2B, Apt. 2C etc.

3rd Floor Apartments - Units to carry Apts.
ie: 555 Front Street Apt. 3A, Apt. 3B, Apt. 3C etc.

Second: The 2020 Census Bureau is preparing address verification for accurate counting.

The Census Bureau needs accurate addresses to ensure an accurate 2020 Census Count. Therefore buildings that contain multi-units (such as apartments and or businesses) should correctly number and identify each individual unit. An accurate count helps the federal government allocate more than Four Hundred Billion Dollars in federal funds annually for infrastructure programs and services. Accurate geographic information directly affects the quality of life in your community!

Third: Violation of City Code

§238-5 Size and display of address numbers: New and existing buildings shall have approved address numbers, building numbers, or approved building identification in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of four inches (102 millimeters) high with a minimum stroke width of 0.5 inch (12.7 millimeters).

Thank you in advance for your co-operation. Please contact either office if you have any questions.