GUIDELINES ON HOUSE AND UNIT NUMBERING

1. INTRODUCTION

Houses and buildings have to be numbered for identification purposes. Therefore, a house or building should be allotted a number which, in combination with the name of the street at which it is located, forms a unique address. Under Section 50 of the Property Tax Act, the Comptroller of Property Tax may allot a number to or alter the number of any property.

A house address comprises: [House Number] [Road Name] [# Unit number, if any]
Singapore [Postal Code]

The basis for allotting a number is guided by the general principles below. Generally, there are two systems of numbering**:** Horizontal Numbering and Vertical Numbering.

2. HORIZONTAL NUMBERING (HOUSE NUMBER)

Every building has a unique house number for identification along a street.

2.1. Odd Numbers and Even Numbers

The numbering of buildings in new streets is in ascending order of *odd* numbers on one side of the road and *even* numbers on the other side. The odd numbers are on the left side and the even numbers on the right side, looking in the direction from that end of the road which is pre-determined by the Comptroller.

2.2. Order and Sequence

The numbers will be in logical numeric sequence. There will not be any skipping of numbers perceived as undesirable or inauspicious, for example, 4, 13, 14, etc. Where numbers have been used up, alphabetical suffixes to the numbers may be used, starting from A, B, C, etc

2.3. Gaps in Existing Numbering

Where there are large gaps in the numbers along a street or across the street, the Comptroller will assign new numbers to narrow the existing gaps whenever properties are redeveloped.

2.4. Building Blocks

A building block comprising residential, commercial or industrial units will be assigned a house number in the same numbering sequence. Generally, where the development is fenced up, the house number(s) to be allotted will be taken from the street where the main entrance to the development is located. In the case where there is no fencing around the development, and the vehicular entrance to the building is located on a minor road (due to some planning or road requirements), the Comptroller may allot a number along the more prominent main road, provided the development has a frontage to the main road

2.5. Reservation of Numbers

When assigning numbers, the Comptroller may take into consideration the numbers to be reserved for adjoining sites which may potentially be subdivided into smaller plots

3. VERTICAL NUMBERING (UNIT NUMBER)

Vertical Numbering applies to the numbering of units in multi-storey buildings. The unit number is preceded by "#" which follows the street name, eg. #12-456. The first 2 digits refer to the floor level of the unit while the numbers after the hyphen sign refer to the assigned number for that particular unit.

3.1. Numbering of Floors

The first level at the main entrance of a building is normally assigned "01", second level as "02" and so on. Skipping of floor numbers will not be allowed. Basements are assigned "B1", "B2" and so on downwards.

3.2. Mezzanine Floors

Mezzanine floor with access only by internal stairs from "01" will be considered as part of "01", whereas a mezzanine floor which can be accessed externally will be treated as a separate floor.

3.3. Unit numbers

Units are generally numbered serially in a clock-wise direction. A unit number will be provided for each distinct unit shown on the floor plan. There will not be any skipping of numbers or reservation of numbers for residential units. However, for very large commercial units, unit numbers may be reserved to provide for possible future subdivision. If there is only one unit on the whole floor, say the 25th storey, that unit or for that matter that floor will be numbered as "#25-01" (and not #25-00).