

## House and Unit Numbering Handbook



Inland Revenue Authority of Singapore

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## INTRODUCTION

## Purpose of Handbook

This handbook provides house and unit number guidelines to property developers, owners, architects and other professionals. It explains the importance of house and unit number and the considerations by the Inland Revenue Authority of Singapore (IRAS) when approving house and/or unit number applications.

## Importance of House and Unit Number

In Singapore, the property address comprises of the house number, unit number (if any), street name and 6-digit postal code.

Buildings and units are numbered for identification purposes to ensure that a property can be easily identified and located by emergency personnel, delivery services and the public in a quick and efficient way. It is important that property developers, owners or their authorised representatives apply to IRAS for unique property address to be authorised for use and display every house/unit number at a conspicuous location.

## DISPLAY OF HOUSE AND UNIT NUMBERING

In order for the building to be easily identified, every property owner is required to display the house/unit number at a conspicuous location as provided for under the Property Tax (Property Numbers) Regulations of the Property Tax Act. The property owner shall display the numbers according to the following:

## Colour

The numbers must be displayed with colours that are in contrast with the surface of the background.

## Material

Durable and non-absorbent material must be used.

## Size

The display size of the house/unit number must be appropriate such that it can be seen from a distance of 10 metres.

## Location of House Number

The house number must be displayed on the outside surface of the front door or front wall of the house or building, or at the entrance of the enclosure of the property in a position such that it is clearly visible from the road in which the property is situated.
Where it is with a front wall, the house number must be displayed between 1.5 metres and 6 metres above ground level. Otherwise, it can be displayed between 1 metre and 2.5 metres above ground level.

## Location of Unit Number

The unit number must be displayed on the outside surface of the front door, immediately adjacent to it or in such other position so that it is clearly visible from the entrance lobby or corridor on the same floor.
The unit number should also be displayed between 1.5 metres and 6 metres above ground level.

## Types of Numerals and Letterings

The property developer/owner is allowed to use and display house numbers in Arabic numerals and Roman letters of the alphabet.

## GUIDELINES FOR HOUSE AND UNIT NUMBER

Houses and buildings are numbered in accordance with the principles of horizontal and vertical numbering.

Before submitting a house number application to IRAS, the applicant must ensure that the proposed number is aligned with the house numbering guidelines.

For New House and/or Unit Number application, the property developer, owner or their appointed representative is required to obtain approvals from Urban Redevelopment Authority (URA) on the Written Permission or Planning Clearance (applicable for development by ministries or government) before applying at Property Name and Address digital service.

A Certificate of Numbering (CON) letter will be issued to the applicant once the application is approved.

## House Number (Horizontal Numbering)

House number is a unique number assigned to a building along the road.

1a

## Odd and Even Number

Buildings located on the left side of the road will be assigned an odd number (e.g. 1, 3,5) in ascending consecutive order. Buildings located on the right side of the road will be assigned an even number (e.g. 2, 4, 6) in ascending consecutive order. The direction of the road from which the numbers take reference is determined by IRAS.


Diagram 1: Direction guidance from main road JIn Pari Unak

## Order and Sequence

House numbers are generally assigned in logical numeric sequence. In order to maintain the sequence of the house numbers along the street, omission of any numbers will not be allowed regardless of the reason.

Frontage and Main Entrance
The house number will take reference from the street name leading to the development. In the example below, the house number for Carlton Hotel will take reference from Bras Basah Road.


Diagram 2: Carlton Hotel fronting Bras Basah Road

For building with vehicular access located on a minor road (due to planning or road requirements), IRAS may allot house numbers along the main road if the building also has a main entrance along that main road.

## 1d

## Reservation of Number/ Unused Numbers

IRAS may reserve the allotment of certain numbers for sites which can potentially be subdivided into smaller plots.

## Use of Alphabetical Suffix

In situations where there are insufficient numeric numbers, alphabetical suffixes starting from $A, B, C$, etc. may be assigned to the numbers. In the example below, a single detached house that undergoes redevelopment to three terrace houses, alphabetical suffix can be assigned with a number (e.g. 12, 12A and 12B) as there are insufficient numeric house numbers along the same street. Alphabet " 1 " and " $O$ " will not be assigned to a property/development to avoid confusion to the public.


Diagram 3: Consistency of numbering along a street

## Building Tower(s) Above a Podium for Mixed-Use Development

For a mixed-use development (e.g. comprising commercial and residential units), a separate house number can be allocated to the commercial and residential components. For example, 70 to 76 Compassvale Bow.


Diagram 4: Building design affects consideration for separate house numbers

## Unit Number (Vertical Numbering)

A unit number is assigned with a "\#" storey level and the assigned unit number e.g. \#01-01. The first two digits refers to the storey level the unit is located on, and the number after the hyphen sign refers to the assigned unit number for a particular unit.

| Storey | Unit Number |
| :---: | :---: |
| 1st Storey | $\# 01-01$ |

## Numbering of Storey Level

The storey number is generally assigned with '\#01-XX' based on the 1st storey of the building, \#02-XX for the second storey and so forth. \#B1-XX and \#B2-XX, etc. will be assigned for downward storeys.

| Storey | Unit Number |
| :---: | :---: |
| 2nd Storey | \#02-01 |
| 1st Storey | \#01-01 |
| 1st Basement | \#B1-01 |
| 2nd Basement | \#B2-01 |

The storey number is determined by the building plans approved by URA. Hence, it is important that the storey levels are reflected correctly in the floor plan before submitting a house numbering application to IRAS. The omission of any storey level number is not allowed.

A mezzanine floor with access from internal stairs within a unit on a particular floor will be considered as part of that same floor. A mezzanine floor with an external access may be considered as a separate floor if approved by the relevant authorities.


Diagram 5: Storey number best represented for emergency purpose

Roof level is usually not considered as a proper storey level, unless otherwise approved by planning authorities. In these instances, the highest approved storey of the building floor will be considered. In the diagram below, the 4th storey is the highest floor with \#04-01 and \#04-02 assigned. The unit at the roof level is assigned \#04-03.


To align with the current numbering system, a hex numbering format will be allocated to replace the alphabet suffixes in certain cases, especially for existing shophouses.

|  | Numbering for <br> Existing Shophouse | New Numbering Format |
| :---: | :---: | :---: |
| 1st Storey | 88 Amoy Street | 88 Amoy Street \#01-01 |
| 2nd Storey | 88A Amoy Street | 88 Amoy Street \#02-01 |
| 3rd Storey | 88B Amoy Street | 88 Amoy Street \#03-01 |
| 4th Storey | 88C Amoy Street | 88 Amoy Street \#04-01 |

## 2b

## Sequence of Unit Numbering

Units are generally numbered sequentially in a clockwise direction starting from \#XX-01. In the event that the unit is subdivided into smaller units subsequently, the initial unit number will be retained and 1 alphabet suffix will be assigned (e.g. \#05-01, \#05-01A). To avoid confusion on the assignment of the unit numbers, alphabet suffix " $I$ " and " $O$ " will not be used.


Diagram 7: Splitting of original unit \#05-01 into \#05-01 and \#05-01A

In order to maintain consistency with the unit numbers within the development, the new unit will be allocated with a unit number (e.g. \#01103) with reference to the unit number directly above the existing unit (e.g. \#02-103).

| \#02-101 | \#02-103 | \#02-105 | \#02-107 |
| :--- | :--- | :--- | :--- |
|  | \#01-103 |  |  |
| Main entrance |  |  |  |

Diagram 8: Consistency in unit numbering for wayfinding

For developments with multiple blocks, the unit numbers for each block will run in sequential order across the blocks and cannot be repeated.

For example, a development with 3 blocks will have unit numbers running from 01 to 60 as shown below:

Building A \#XX-01 to \#XX-20
Building B \#XX-21 to \#XX-40
Building C \#XX-41 to \#XX-60


Diagram 9: Unique unit
numbers avoid confusion
within same development

## Temporary Unit Numbers

For the purpose of identifying the temporary space within a building such as pushcarts, ATM machines, vending machine, food kiosk, billboards, etc., an alphabet "K" (e.g. \#B1-K1, \#B1-K2) will be allocated to the unit.


## $2 e$

## Reservation of Unit Numbers

IRAS may reserve the allotment of certain numbers for commercial units, which are capable of subdivision.

INLAND REVENUE

## ADVISORY NOTE

The guidelines set out in this handbook will generally be applied by IRAS in the consideration of a house numbering application. However, if the circumstances of a case so warrant, IRAS may in its discretion decide to depart from these general guidelines.

The guidelines, principles and illustrations found in this handbook are not exhaustive and does not cover all possible situations. In evaluating the house numbering applications, IRAS reserves the right to evaluate based on the merits of each application.

If you require more information regarding house and unit number, you may wish to contact IRAS by submitting an enquiry/feedback through Property Name and Address digital service at https://www.propertynaa.gov.sg.


