



PREMISES IDENTIFICATION

February 01, 2013

This policy handout is to clarify SJFD Fire Prevention Directive #002-2009 issued March 13, 2009.

Approved numbers or addresses shall be placed on all new and existing buildings in such a position as to be plainly visible and legible from the street or road fronting the property. Numbers shall contrast with their background.

One street address is assigned per building. Multi-tenant buildings will be assigned suite numbers that conform to the current addressing guidelines. If a more than one street address is requested a separate sprinkler system is required for each address.

Sub-units of any building or complex shall be identified in a consistent manner, either numerically or alphabetically, using a logical sequence. Unit numbers or letters shall be affixed near the main entrance of each Unit in such a position as to be plainly visible and legible. Illuminated directory maps may be required at building complex entrances or other locations, as specified by the Fire Chief.

The following is a guideline for adequate address number dimensions:

- The number posted up to 49 feet from the public street shall be of one solid color which is contrasting to the background and be at least four (4) inches high with a half ($\frac{1}{2}$) inch stroke.
- The number posted from 50 to 100 feet from the public street shall be of one solid color which is contrasting to the background and be at least six (6) inches high with a one (1) inch stroke.
- The number posted over 100 to 199 feet from the public street shall be of one solid color which is contrasting to the background and be at least ten (10) inches high with a one and a half ($1\frac{1}{2}$) inch stroke.
- The number posted over 200 to 299 feet from the public street shall be of one solid color which is contrasting to the background and be at least ten (18) inches high with a one and a half (2) inch stroke.
- The number posted over 300 to 400 feet from the public street shall be of one solid color which is contrasting to the background and be at least ten (24) inches high with a one and a half ($2\frac{1}{2}$) inch stroke.

Premise Identification

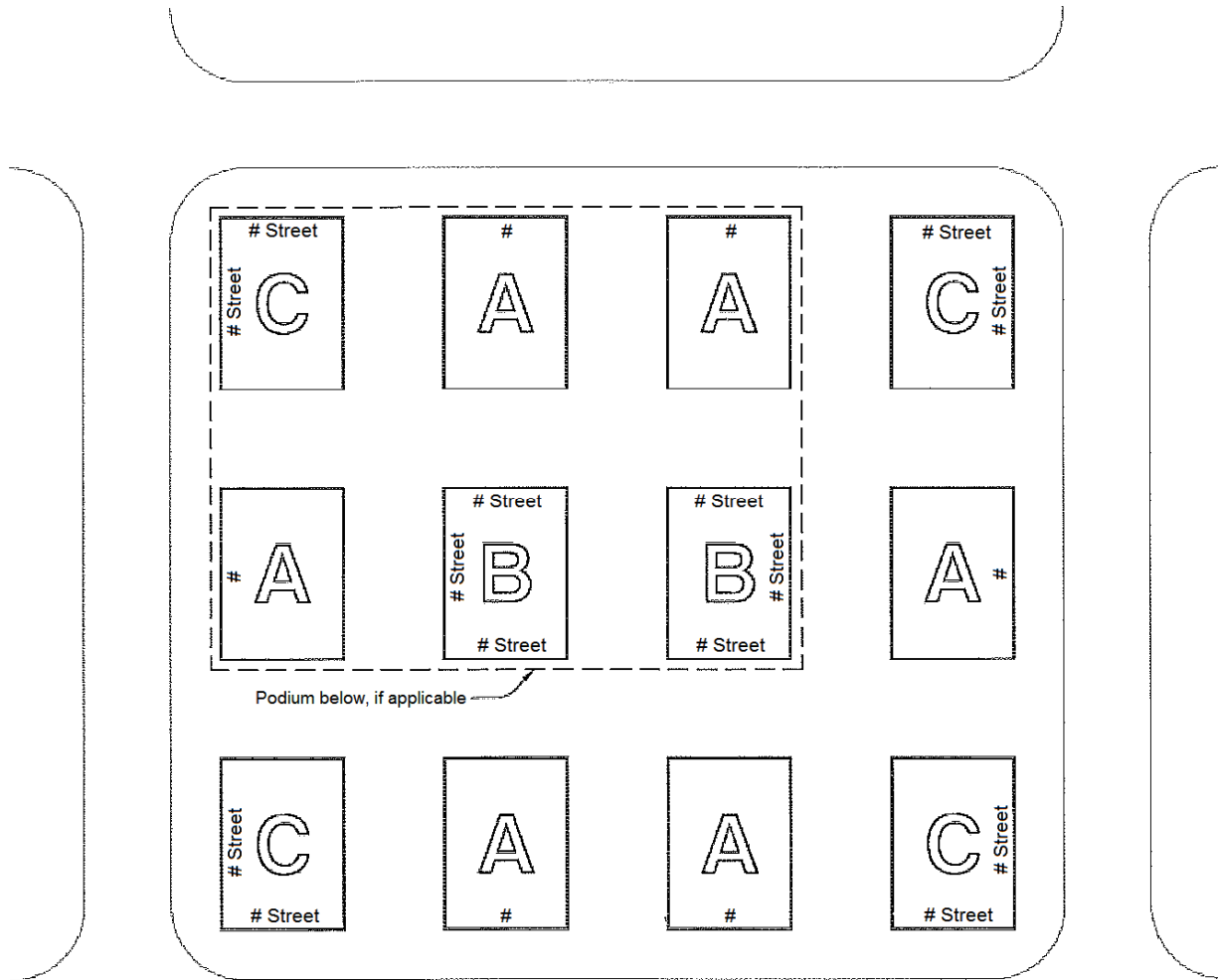
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- Large multi-story buildings, multi-building complexes or multi-unit buildings may need larger address signage as deemed appropriate by the Fire Plans Examiner or Inspector. Following are additional address requirements for such projects:
 - The building and/or premise identification number(s) shall be posted on multiple sides of the building and/or complex if the main entrance is not clearly visible from a public street. Address numbers must be posted within 400 feet from the public street.
 - The building located at street corner, or located behind the buildings in a multi-buildings complex shall have the address posted on the buildings as shown in the illustration on page 3.
 - The location of all building addresses and/or premise identification markings shall be reviewed and approved by the Fire Department before the building permit is issued.
 - A building and/or complex having 5 or more units and/or buildings shall be provided with an illuminated directory at each entrance to the project. The directory will have a site plan showing the location and address of each building and/or unit, with and legible legend including the symbol and designation for “You Are Here”. The site plan shall be installed in the correct orientation.
 - Multiple entrances to the project shall require multiple directories.

Example Illustration presented on page 3.



Addressing for Buildings:

- A** = For buildings adjacent to only one street, provide address #s
- B** = For interior buildings not adjacent to any street, provide address #s & street names
- C** = For buildings at the corner of two streets, provide address #s & street names on both streets

Addressing for Spaces within a Building:

If each space will have an independent street address, separate Sprinkler Systems are required. In order to have individual units within a building share the Sprinkler System(s), the units shall be addressed as suites of that building address, not as individual street numbers. Buildings will have one Fire Alarm Control Panel.