



Fire Prevention Policy #11-0301 **PREMISES IDENTIFICATION**

Purpose:

The purpose of this policy is to clarify the application of the codes and to document the requirements for clearly identifying and marking proper addresses for premises identification.

Scope:

The scope of this policy includes premises address numbers, rear addressing, multi-tenant building address numbers, directory, and monument signage for the purpose of premises identification for all new and existing buildings located within the City.

Codes and Standards:

This policy is adopted in accordance with the 2010 California Fire Code (CFC) Section 104.1. Premises identification is regulated by the 2010 California Building Code Section 501.2, as amended by San Rafael Municipal Code Title 12, Chapter 12.12, Section 12.12.020-501.2; the CFC Section 505, as amended by San Rafael Municipal Code Title 4, Chapter 4.08, Section 4.08.120-505.1; and this policy. Where applicable, signage must also comply with the accessibility standards for persons with disabilities. Signs larger than five square feet must be approved by the Planning Division prior to installation.

Address Numbers:

1. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed on the building in a position that is visible and clearly legible from the street or road fronting the property. Numbers painted on the curb do not satisfy this requirement.
2. Address numbers shall be Arabic numerals or alphabet letters.
3. The numbers or letters shall be contrasting in color with their background.
4. For all new construction or substantial remodel projects the numbers or letters shall be either internally or externally illuminated.
5. Except as specified in Table 1 below, exterior address number sizes shall be as follows: minimum of one-half-inch (1/2") stroke by four-inches (4") high for an individual dwelling unit, duplex, or townhouse and a minimum one-half-inch (1/2") stroke by six-inches (6") high for multi-tenant residential and commercial buildings.

Monument Sign:

1. Where a building or address number is not visible from the street or roadway fronting the property, a monument sign shall be provided at the driveway entrance adjacent to the public way.
2. Monument signs shall be in accordance with Address Numbers section above, except they may not be internally illuminated. Where illumination is required, monument signs shall be externally illuminated.

Multi-Tenant Buildings:

1. The building address numbers shall be in accordance with the Address Numbers section above. Additionally, address numbers or letters shall designate all separate units, suites or occupancies in new or existing multi-tenant buildings. The numbers or letters shall be located on or directly above the primary entrance door, or on the wall at the strike-side of the door. Except as specified in item 2 of this section, unit or suite address numbers or letters shall be in accordance with the Address Numbers section above.
2. For tenant spaces accessed from an interior corridor, the size of numbers or letters shall be a minimum of three-eighths-inch (3/8") stroke by two-inches (2") high, and be contrasting in color with their background. The numbers or letters must be located on or directly above the primary entrance door, or on the wall at the strike-side of the door. Specific exceptions may be granted on a case by case basis where an approved signage program exists throughout the building.
3. In multi-story, or other large buildings, directional address signs, numbers or letters shall be provided at central locations. Directional address signs, numbers or letters shall be attached to a wall or column at a height no greater than 5 feet 6 inches (5' - 6") above the finished floor.

Rear Addressing:

1. Where a new or existing building has rear entrance doors with access from a street, roadway, alley, or parking lot located at the rear of the building, approved address numbers shall be placed on the rear side of the building in a position as to be visible and clearly legible from the street or roadway located at the rear.
2. Rear address numbers shall be in accordance with the Address Numbers section and if applicable the Multi-Tenant Building section above.

Directory:

1. Where all buildings or address numbers are not visible from the street or roadway fronting the property, a directory sign shall be provided at the driveway or street entrance adjacent to the public way, as determined by the Fire Marshal.
2. In addition to individual building address numbers; condominiums, apartment complexes, townhouses, mobile home parks, multiple building sites, and large multi-tenant buildings may also need a directory installed at points of entry.
3. Directory signs shall be designed in accordance with Detail A or Detail B below. The 4-inch pipe shall be hot-dipped zinc coated galvanized steel, or equivalent. The sign shall be made of a durable all weather material with a non-clear or matt finish.
4. Where illumination is required, directory signs shall be externally illuminated.
5. The directory sign shall include the following:
 - i. Name of the complex.
 - ii. A plot plan of the complex showing all access roads and gates.
 - iii. An indicator of North.
 - iv. Building locations with address numbers, and unit numbers.
 - v. Fire hydrant, Knox Box and FDC locations.
 - vi. A reference point on the plot plan indicating the location of the directory that states "You are here".
6. The property owner shall submit complete detailed directory sign plans to the Building Division for review and approval prior to installation of the directory sign. Permits may be required. The detailed directory sign plans must show the following:
 - i. A site plan indicating the directory sign location.
 - ii. Detailed plans showing size, materials, colors, and method of construction for the directory including all of the information in item 5 of this section.
 - iii. Electrical and lighting details, where illumination is required.
 - iv. Construction details.

TABLE 1 ^{1,3}

<u>Distance Measured in Feet to Building From Near Edge of Roadway</u>	<u>Size Height ² In Inches</u>	<u>Stroke Width In Inches</u>
0-50	6	1/2
50-150	6	3/4
150-250	8	1
Over 250	10 or larger	1 1/4

Footnotes:

1. Except as otherwise approved, the height and width specified in Table 1 are minimums.
2. For dwelling units, 4-inch height is acceptable up to a maximum of 50-feet.
3. Nonconforming previously approved sizes may remain where they are visible and clearly legible from the street fronting the property.

Directory Sign Examples

