



SAN RAFAEL

THE CITY WITH A MISSION

COMMUNITY DEVELOPMENT DEPARTMENT – Building Division
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Standard #09-1001 **PREMISES IDENTIFICATION**

Purpose:

The purpose of this Standard is to document the requirements for clearly identifying and marking proper addresses for premises identification and is promulgated pursuant to provisions in the California Building Code as amended by the San Rafael Municipal Code.

Scope:

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

Codes and Standards:

Premises identification is regulated by the California Fire Code (CFC), the California Building Code (CBC), the San Rafael Municipal Code, and this Standard. Where applicable, signage must also comply with the accessibility standards for persons with disabilities.

1. Address Numbers:

- a. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed on the building in a position that is plainly legible and visible from the street or road fronting the property. Numbers painted on the curb do not satisfy this requirement.
- b. Address numbers shall be Arabic numerals or upper case alphabet letters.
- c. The numbers or letters shall be contrasting in color with their background.
- d. For all new construction or substantial remodel projects the numbers or letters shall be either internally or externally illuminated.
- e. 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 a dwelling unit, and a minimum one-half-inch (1/2") stroke by six-inches (6") high for multi-family residential and commercial buildings.

2. Monument Sign:

- a. Where a building or address number is not readily visible from the street or roadway fronting the property, a monument sign shall be provided at the driveway entrance adjacent to the public way.
- b. Monument signs shall be in accordance with section 1 above.

3. Multi-Tenant Buildings:

- a. Address numbers or letters shall designate all separate units, suites or occupancies in new or existing multi-tenant buildings. The numbers or letters must be located on the primary entrance door, or on the wall at the strike-side of the door. Except as specified in section b below, address numbers or letters shall be in accordance with section 1 above.
- b. 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 entry doors, 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.
- c. In multi-story, or other large buildings, directional address signs, numbers or letters shall be provided at central locations. Address numbers or letters shall be posted at a height no greater than 5 feet 6 inches (5' - 6") above the finished floor.

4. Rear Addressing:

- a. Where a new or existing multi-tenant building has rear entrance doors with access from a street, roadway, or parking lot located at the rear of the building, approved address numbers must be located on the rear doors, or on the wall at the strike-side of the door in such a position as to be plainly visible and legible from the street or roadway located at the rear.
- b. Rear address numbers shall be a minimum of 4 inches (4") in height.

5. Directory:

- a. Where a site contains multiple buildings or has multi-tenant residential or commercial units, a directory sign may be required at the driveway or street entrance along the direction(s) of approach, as determined by the Fire Marshal.
- b. In addition to individual building address numbers; condominiums, apartment complexes, townhouses, mobile home parks, multiple story buildings, and large multi-tenant buildings may also need a unit directory signs installed at primary points of entry.
- c. Directory signs shall be designed in accordance with Detail A or Detail B below.
- d. 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. A northerly indicator.
 - 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".
- e. Directory signs shall be either internally or externally illuminated.

- f. The developer or property owner shall submit complete detailed signage plans to the Fire Prevention Bureau for review and approval prior to installation of the sign. The sign may need Planning Division approval and a Building Permit as well. The detailed signage plans must show the following:
 - i. A site plan indicating the sign location.
 - ii. Detailed plans showing size, materials, colors, and method of construction for the directory indicating all of the information in section d above.
 - iii. Electrical details if applicable.
 - iv. Construction details (see examples below).

TABLE 1

<u>Distance Measured in Feet to Building From Near Edge of Roadway</u>	<u>Size Height 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

- Notes: 1. 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.

