

CRR POLICY 1305: ADDRESSING AT COMMERCIAL & MULTI-FAMILY OCCUPANCIES



Created: April 23, 2019 Revised: n/a Effective Date: Immediate
Community Risk Management Division – 928-204-8926

This policy is promulgated in accordance with Section 104.1 of the 2012 International Fire Code (IFC).

This policy pertains to addressing at all commercial occupancies and multi-family dwellings. New and existing buildings shall have approved address numbers, suite identification, and building numbers or approved building identification. Where required by the fire code official, address numbers shall be provided at additional approved locations to facilitate emergency response.

Address numbers shall be posted in a conspicuous location plainly visible from the street or road fronting the property in the following manner;

- Sites containing multi building complexes shall have one street address per APN
- Address numbers shall be no less than 6 feet above finished grade
- Address numbers shall not be posted below awnings, covered porches, porte cochères, or any other projection from the building
- Address numbers shall be posted on a contrasting background
- If numbers are placed on glass, the numbers shall have a contrasting background that is integral to the address number sign/sticker
- The preferred location for address numbers is near the top of the structure or parapet at a building corner
- Address numbers shall be a minimum of 6 inches in height with a minimum stroke width of 0.75 inch. For buildings more than 60 feet from the street, number size shall be determined by the distance of the building from the street. The number height shall be no less than one inch in height for each 10 feet of distance that the structure is set back from the street or public way
 - Example – if the building is 100 feet from the street, the minimum number height shall be 10 inches.

Suite numbers shall be posted at all front and rear doors with a minimum size of 4 inches on a contrasting background. While not required, it is very helpful to also post the business name on the back door as well.

The following table shall be utilized to address each unit within a multi-building complex;

	Building A	Building B	Building C	Building D	Building E
Ground/1st Floor	100-109	110-119	120-129	130-139	140-149
2nd Floor	200-209	210-219	220-229	230-239	240-249
3rd Floor	300-309	310-319	320-329	330-339	340-349

Each successive floor and building will follow the above pattern. If a building will have more than 10 units per floor, then the sequence of unit numbers can combine two ranges such as 100-119 in Building A and then to continue on in the sequence with Building B. The purpose of this numbering scheme is so that no two units in separate buildings shall share the same number (i.e. there should be no D101 and B101).

In multi-building complexes under the same address, the address number shall be posted on the monument sign at the entrance to the complex. Buildings shall be identified by a unique letter designation. Letter designations shall be posted at the corners at the highest point possible and each building in the complex shall be identifiable from any point in the complex. Letter designations shall be no less than 16 inches in height with a stroke width of not less than 4 inches on a contrasting background.

Buildings that contain dwelling units shall meet all of the above requirements and the following;

- Entrances to walk-ups, corridors, breezeways and the like that serve more than one dwelling unit shall be posted with the range of apartment numbers which they serve.

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- Dwelling unit numbers including the building letter shall be posted on the apartment door and shall be a minimum of 4 inches in height with a minimum stroke width of 0.5 inches on a contrasting background.

Special circumstances may require slight deviations from this policy. Any deviation from this policy must be pre-approved by the Fire Marshal.

Any comments or questions regarding the above information may be submitted to:
Community Risk Reduction Division
Sedona Fire District
2860 Southwest Drive
Sedona, AZ 86336

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