

# Address and Premise Identification Information Packet



## Colorado Springs Fire Department Division of the Fire Marshal

Revised July 2016



## **Address and Premise Identification**

(Based on the 2009 editions of the International Fire and Building Codes)

### **Location of Address Numbers**

The capability of an emergency response crew to quickly find the correct address of a building in an emergency is very critical. Time lost trying to find an address may be time lost trying to save a life.

Address numbers shall be placed on all new and existing buildings (including dwellings) in such a position as to be plainly visible and legible from the street, road, fire lane, or other right-of-way or easement fronting the structure.

For construction projects, street names and temporary address numbers shall be posted at the street(s) or road(s) fronting the entrance to the construction site. The temporary address numbers shall be a minimum of 12 inches in height, legible and visible, weather resistant and be maintained until replaced with permanent address numbers.

The requirement for addresses on existing buildings will be enforced by the CSFD Code Services section, but only upon the receipt of a complaint.

Official address assignments are made by the Regional Building Department, Enumerations: 719-327-2960.

### **Addressing on Rear Doors**

The rear entrance or access doors of all malls, strip centers, commercial center buildings and other areas with multi-tenant spaces shall be identified with the appropriate address and/or suite numbers and business name.

The address and/or suite numbers shall be at least (4) inches high and no less than a three-quarter (3/4) inch stroke. CSFD may require the installation of address and/or suite numbers on other locations to prevent confusion in the event of an emergency.

### **Addressing Individual Units – Units within a Mall or Shopping Center**

Any area occupied by tenants of a mall or shopping center, the main entrance to which is from the inside of the mall or shopping center, or any area used for other than single-unit or multi-unit residential occupancy that abuts a public courtyard or other public space shall be identified by numbers that are a minimum of four (4) inches in height with no less than one-half (1/2) inch stroke so as to be plainly visible and legible from a distance of at least fifty (50) feet from the main entrance to the area.

### **Hotel Rooms, Apartments & Other Suites**

All exterior access doors of individual dwelling units located within apartment buildings and hotels shall be identified by unit numbers/letters at least two (2) inches high and no less than one-quarter (1/4) inch stroke.

Office suites located within commercial buildings shall be identified with letters/numbers a minimum of two (2) inches in height and no less than one-quarter (1/4) inch stroke.

## **Addressing Numbering During Construction**

Temporary address numbers shall be posted at the street(s) or road(s) fronting the entrance to the construction site. The temporary address numbers shall be a minimum of 12 inches in height, legible and visible, weather resistant and be maintained until replaced with permanent address numbers.

Temporary signs may be made of wood, plastic, or metal. They shall be weather resistant and be maintained until replaced with permanent address signs.

## **Addressing Remote Buildings**

Where the building(s) are not visible from the street, or more than one building address is on a site, or the building is located more than 100 feet from the street (i.e., buildings on a long driveway, an apartment complex with multiple addresses), the address numbers shall also be posted in a permanent manner at the intersection of the private driveway or easement and the public street.

If more than one building is located in this remote area, the addressing shall indicate the address range of the building accessible from that private driveway or easement. The approved address numbers and/or letters shall be at least five (5) inches high and no less than a one-half (1/2) inch stroke.

Contact Colorado Springs Planning/Zoning at 719-385-5982 for assistance with permanent signage.

## **Size of Numbers**

Address numbers and/or letters shall be placed on the side of the building facing the addressed street. The numbers/letters shall be a minimum of five (5) inches in height and no less than one-half (1/2) inch stroke.

The address shall be plainly visible and legible from the street and for a distance of at least 100 feet from the structure. Illumination at or near the address numbers may be necessary to ensure visibility at night.

The address numbers must be represented in block numbers that contrast in color with their background.