Fire Prevention
Bureau Policy

Policy Number: P-04-505  Title: Address Numerals  IFC Reference: 505

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Fire Marshal:

Scope: This policy is intended to provide general direction in establishing how to address new buildings and facilities including multi-family projects.

Policy:
Address numerals are a necessity for the delivery of emergency services on the street. Address numerals provide identity to the owner as well as providing a system of specific locations. Therefore, addressing shall be established to fit the following conventions:

1. Address numerals belong to, and shall be assigned by the municipality having jurisdiction (Fort Collins, Timnath, or County).

2. Once assigned and approved, the numerals shall be posted to comply with the Fire Code. The approved numerals shall be visible from the street fronting the property, and posted on a contrasting background.

3. The address numerals for any commercial or industrial customers shall be a minimum of 6 inches in size or larger.

4. The numerals for a single family residence shall be 3 to 4 inches posted on a contrasting background. If bronze or brass numerals are used, they shall only be posted on a black background for visibility.

5. Multi-family complexes shall have the street address taken at the intersection of the private drive entrance and the public street. Individual buildings within the complex shall utilize Alpha characters to distinguish one building from the other, and shall be laid out following a clock-wise direction starting at the entrance. The individual units within each building shall be addressed as follows:
1st floor units shall have addresses within the 100’s range or series
2nd floor units shall have addresses within the 200’s range or series
3rd floor units shall have addresses within the 300’s range or series.
Higher floors shall follow this same numbering scheme.

6. Multiple commercial buildings in a single complex shall be addressed from the
   street fronting the property or the building. Buildings shall be identified by a letter and units
   or suites shall be identified by a number.

Condominium and townhouses which can be addressed from the street fronting the
property shall be assigned one numeric street address with the units being numeric;
numerals shall be used if the building exceeds 1 story. See #5 above.

Tenant finish suites shall utilize numerics unless a compelling reason or significant
historical precedence deems otherwise. Every attempt shall be made to assign one unique
address for each commercial building.