Fire Prevention
Bureau Policy

Policy Number: P-04-505  Title: Address Numerals  IFC Reference: 505
Date Revised: 08/17/10, 01/01/15, 06/17/2017  Original Issue: 06/10/04  Fire Marshal: [Signature]
Information Bulletin: N/A  Total Pages: 2

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. Every attempt will be made to assign a unique address to each commercial building and each residential property.

   - The address numerals for any commercial or industrial customer shall be placed at a height to be clearly visible from the street. They shall be a minimum of 8 inches in size or larger to meet these guidelines.

<table>
<thead>
<tr>
<th>Distance from the Street</th>
<th>Letter/number Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 100 feet</td>
<td>8 in.</td>
</tr>
<tr>
<td>101 – 150 feet</td>
<td>10 in.</td>
</tr>
<tr>
<td>151 – 200 feet</td>
<td>12 in.</td>
</tr>
<tr>
<td>201 – 350 feet</td>
<td>14 in.</td>
</tr>
<tr>
<td>351 – 500 feet</td>
<td>16 in.</td>
</tr>
<tr>
<td>501 – 700 feet</td>
<td>20 in.</td>
</tr>
</tbody>
</table>

Poudre Fire Authority- Fire Prevention Policies Page 1 of 2

Address Numerals  Policy Number: P-04-505
701 – 1000 feet 33 in.
1001 – 1300 feet 43 in.
1301+feet 57 in.

Distance is measured from the face of the building to the face of the curb on addressed street

Number size equates to letter height
6”– 10” numbers shall be a minimum 1” stroke and
12”– 14” numbers shall be a minimum 1 ¼” stroke
16” and larger shall have proportional strokes to ensure visibility

- The address numerals for a single family residence shall be 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.

- Monument signs may be used in lieu of address numerals with the permission of the Fire Marshal.

4. Buildings, either individually or part of a multi-building complex, that have Emergency Access Easement (fire lanes) on sides other than on the addressed street side, shall have the address numbers and street name on each side that fronts the Emergency Access Easement.

5. Buildings that are addressed on one street, but are accessible from other streets, shall have the address numbers and street name on each side that is accessible from another street.

6. Way Finding Signage

- Way finding signs shall be located in conspicuous locations within and outside all buildings providing adequate instructions to find any location.

- Building complexes with private drives shall have Way Finding Signage as needed to direct first responders to individual buildings.

7. Multi-building complexes shall have the street address taken from the intersection of the private drive entrance and the public street. Individual buildings within the complex shall utilize alpha/numeric 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 with the building letters/numbers 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.