



## SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT COMMUNITY SAFETY DIVISION

620 South 'E' Street  
San Bernardino, CA 92415-0179  
(909) 386-8400

Standard Number

**B - 1**

Revision Date:  
July 1, 2023

### FIRE PREVENTION STANDARD

### BUILDING AND PREMISES IDENTIFICATION

#### **AUTHORITY**

Sections 102.9, 103 and 104.1 of the 2022 California Fire Code (CFC) and Sections 4 and 8 of Ordinance 23-01 of the San Bernardino County Fire Protection District Fire Code (Fire Code) state that the Fire Code Official of the San Bernardino County Fire Protection District (SBCFPD) shall have the authority to adopt policies, procedures, rules, and regulations in order to clarify the application of the Fire Code and to determine requirements not specifically provided for by the Fire Code. For further requirements on this subject, see sections 505.1 of the 2022 California Fire Code. This Standard may be modified with the approval of the Fire Code Official.

#### **PURPOSE**

The purpose of this Standard is to provide the minimum requirements for the identification and addressing of buildings and premises in accordance with the provisions of the California Fire Code (CFC) as well as any locally adopted amendments to these codes.

#### **SCOPE**

This Standard applies to the marking of all buildings with address numbers for identification.

#### **DISCLAIMER**

*These Standards may change without notice. Whenever applicable statutes, regulations and Standards are updated and adopted, the latest shall apply. Please contact the Community Safety Division at (909) 386-8400 to determine if these Standards have changed. These requirements do not exempt any individual from complying with other applicable state, county, or city codes and Standards.*

#### **SUBMITTALS**

- 1) Submit plans and all required documentation online through the county EZOP website, <https://wp.sbcounty.gov/ezop>

**NOTE:** If the project is in the City of Fontana please contact (909) 428-8890 for submittal information.

- 2) Address and suite numbers shall be clearly identified on all new construction or tenant improvement plans submitted to the Fire Protection District for approval.
- 3) When required, a separate set of plans or an exhibit showing the details of the address or suite numbers shall be submitted to the Fire Protection District for approval. Such plans or exhibit shall be a scaled site plan or plot plan and shall contain the following information at a minimum:
  - a) Location of the address or suite numbers.

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- b) Size of the address or suite numbers.
- c) Color of the address or suite numbers.

**GENERAL**

- 1) Building and premises identification shall be in accordance with the CA Fire and Building codes and this SBCFPD Standard.
- 2) New and existing buildings shall be provided with approved address identification in accordance with this Standard.
- 3) The address identification shall be legible and affixed to the building and placed in a position that is visible from the street or fire department access road fronting the property.
- 4) All address identification characters shall contrast with their background.
- 5) Address identification shall be Arabic numerals or alphabetical letters. Numbers shall not be spelled out.
- 6) Each character shall be not less than four (4) inches high with a minimum stroke width of one-half (1/2) inch except as otherwise required in this Standard.
- 7) Where required, address identification shall be provided in additional approved locations to facilitate emergency response.
- 8) Address identification shall be maintained.

**ONE AND TWO-FAMILY DWELLING UNITS**

- 1) The street address shall be posted with a minimum of four (4) inches in height numbers with a one-half (1/2) inch stroke, visible from the legal access road.
- 2) During the hours of darkness, they shall be electrically illuminated with an internal low voltage light source.
- 3) Where building set-backs exceed one-hundred (100') feet from the roadway, additional non-illuminated address signs with numbers shall be displayed at the property entrance on a permanent monument, sign, or other means used to identify structures.

**BUILDINGS OTHER THAN ONE AND TWO-FAMILY DWELLING UNITS**

- 1) All buildings less than 100,000 square feet in area shall be provided with address identification in accordance with all of the following:
  - a) Electrically illuminated by an internal or external source during the hours of darkness.
  - b) Not less than eight (8) inches in height, with a minimum stroke width of one (1) inch.

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- c) Where building setbacks exceed 200 feet from the street, or where address identification would not be visible or would otherwise be obstructed, additional non-illuminated address identification shall be displayed on a monument, sign or other approved means used to identify structures. Additional address identification characters shall not be less than six (6) inches in height, with a minimum stroke width of three-quarter (3/4) inches.
- 2) All buildings 100,000 square feet or larger in area shall be provided with address identification in accordance with all of the following:
  - a) Electrically illuminated by an internal or external source during the hours of darkness.
  - b) Not less than twelve (12) inches in height, with a minimum stroke width of one and one-half (1½) inch.
  - c) Where building setbacks exceed 200 feet from the street, or where address identification would not be visible or would otherwise be obstructed, additional non-illuminated address identification shall be displayed on a monument, sign or other approved means used to identify structures. Additional address identification characters shall not be less than six (6) inches in height, with a minimum stroke width of three-quarter (3/4) inches.

**REAR ENTRANCE DOORS**

- 1) Buildings which have vehicular access to the rear side by means of a drive aisle, alley, or parking lot shall also display address identification meeting the minimum requirements of this Standard on the rear of the building

**INDIVIDUAL UNITS**

- 1) Individual dwelling units, and tenant lease spaces within buildings shall be posted with address identification on each unit in accordance with this Standard.
- 2) The first digit of the unit number shall correspond to the floor level of that unit.
- 3) Where buildings or units are obstructed or hidden from an interior roadway within a building complex, signs shall be posted at walkway entrances along roadways in locations as approved by the Fire Code Official, indicating buildings that take access from that particular path.

**ILLUMINATED DIRECTORY**

- 1) When required by the Fire Code Official, new multiple dwelling unit complexes of twenty (20) or more units shall be provided with an illuminated directory at each entry, clearly visible to emergency responders entering the property.
- 2) Illuminated directories shall be posted at each and every entry, shall have the readable surface mounted between thirty-six (36) and forty-eight (48) inches in height, and shall be within five (5) feet of the fire access roadway, and clearly visible to arriving emergency responders. **(See Diagram B-1.1)**

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- 3) Illuminated directories shall be backlit and shall consist of a diagrammatic representation of the complex to scale, and shall show the following information:
  - a) All fire department access roads and drive aisles, and points of vehicular ingress or egress
  - b) All buildings and structures with identification numbers or letters, and unit designations within the complex.
  - c) Locations of all fire hydrants
  - d) Location of the viewer on the map (i.e. "You are here").

**STREET AND ROAD NAME SIGNS**

- 1) All named public streets shall have signs posted at intersections, as required and approved by the County or City Public Works Department having jurisdiction.
- 2) When required by the Fire Code Official, temporary street name signs shall be provided on private streets or roads not maintained by the County or City, when needed for proper building or premise identification. Temporary street signs shall be installed in locations approved by the Fire Code Official and shall be constructed in accordance with the requirements of this Standard or an acceptable equivalent that meet the intent and effectiveness of permanent street signage.
- 3) Temporary street signage on private and other non- maintained roadways shall be a minimum of a four-inch (4" x 4") redwood post or equivalent. All surfaces shall be given two coats of white enamel paint. Street name letters shall be 3 inches high and shall be stenciled with black enamel paint on all sides. **(See Diagram B-1.2)**
- 4) All new development projects shall have permanent or temporary street signs installed on all street corners within the project prior to the placing of combustible materials on site. Temporary street signs shall be posted at the intersection closest to the project being constructed or at locations approved by the City or County and the Fire Code Official. Permanent street signs shall be installed prior to occupancy of structures.

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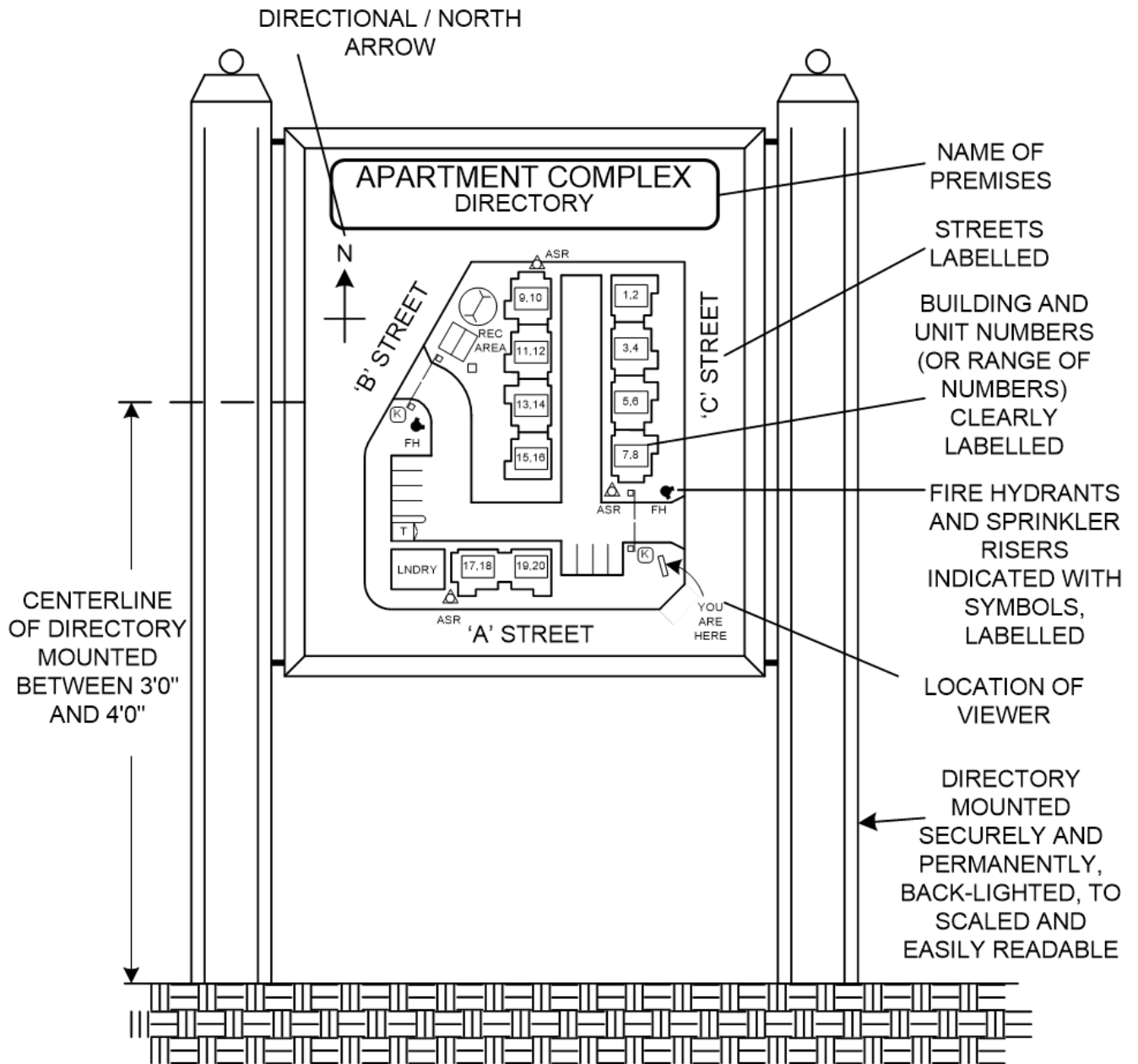
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**DIAGRAM B-1.1: ILLUMINATED DIRECTORY DETAIL**



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**DIAGRAM B-1.2: STREET SIGN POST**

