



## Lake Havasu City Fire Department

### Fire Prevention Bureau

2330 McCulloch Blvd. N.

Lake Havasu City, AZ 86403

Phone: (928) 855-1141 [www.lhcaz.gov](http://www.lhcaz.gov)

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## FD Specification #02 Posting Premise Identification

2018 IFC, Ch. 5

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### PURPOSE

This fire department specification provides the minimum requirements for the posting of premise identification. This will assist the fire department with the identification of a premise during emergency response. People reporting emergencies will report the incident address.

### SCOPE

All new and existing buildings must have approved address numbers, building numbers, or approved building identification placed upon the building in a position that is plainly legible and visible from the street or road fronting the property, as outlined in this specification.

### REQUIREMENTS

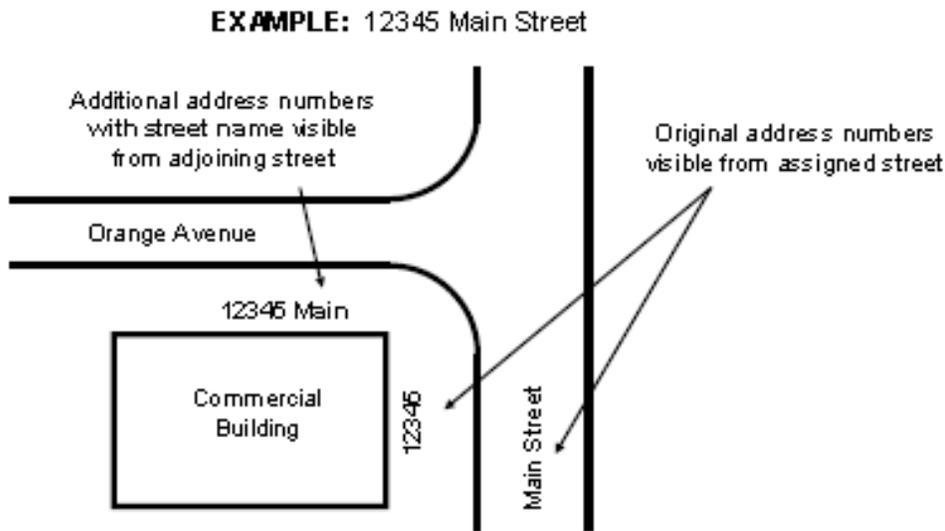
- 1. Obtaining and Posting a Legal Address** – A specific address assigned by the LHC Planning Division must be provided on each building. The numbers/letters must be displayed in a location plainly visible and legible from the street or access drive, fronting said property. Address numbers must contrast in color with their background. Official address assignments, including suite numbers, are made by the City. For more information, call (928) 453-4148.
- 2. Location of Address Numbers** – Address numbers must be placed on all new and existing buildings (including dwellings) or other approved locations, 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. In strip centers, where multiple suites exist, each suite must display its numerical address and business name on or adjacent to the back door. The minimum height of building numbers on commercial and industrial buildings is 12 feet above street level. The Fire Marshal (FM) may require the installation of address numbers/letters on other locations to prevent confusion in the event of an emergency (e.g. signs on poles, monuments, etc.).
- 3. Size and Appearance of Numbers** – Building address numbers and letters must be placed on the side of the building facing the addressed street. The address must be plainly visible and legible from the street at 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.
  - a. Single Family Residential properties:** The address numbers must be a *minimum* of four inches (4") in height and not less than a three-quarter inch (3/4") stroke.
  - b. Multi-Family Residential properties:** The address numbers shall be a minimum of six inches (6") in height and not less than a three-quarter (3/4") inch stroke.
  - c. Commercial Properties:** The address numbers shall be a minimum of six inches (6") in height and not less than a three-quarter (3/4") inch stroke.
  - d. Industrial Properties:** The address numbers shall be a minimum of twelve inches (12") in height and not less than a one and one-half inch (1.5") stroke on industrial buildings, *unless otherwise specified below.*

- 4. Addressing Remote Buildings** – Where buildings are not visible from the street, 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 or private roadway or an apartment complex with multiple addresses), the address numbers must 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 must indicate the address range of the buildings accessible from that private driveway or easement. The approved address numbers and/or letters *must be* at least four inches (4”) high and no less than a one-half inch (1/2”) stroke.
- 5. Addressing Rear Doors** – The rear entrances or access doors of all malls, strip centers, commercial center buildings, and other areas with multi-tenant spaces must be identified with appropriate address numbers and the business name. Standalone buildings may be required to add an address on the rear of the building if the building backs to an alley, parking lot, or other public way. All address numbers and letters must be at least four inches (4”) high and no less than a three quarter-inch (3/4”) stroke.
- 6. Addressing Individual Units**

***Units within a Mall or Shopping Center*** – Any area occupied by tenants of a mall or shopping center must have the space identified by numbers that are a minimum of four inches (4”) high and no less than a three-quarter inch (3/4”) stroke. The numbers shall be plainly visible and legible from a distance of at least fifty feet (50’) from the main entrance. Also see #5 above.

***Hotel Rooms, Apartments*** – All exterior access doors of individual dwelling units located within apartment buildings, condominiums and hotels must be identified by unit numbers/letters at least two inches (2”) high and no less than a one-quarter inch (1/4”) stroke.

***Commercial & Industrial Suites*** – Office suites located within commercial and industrial buildings must be identified with letters/numbers a minimum of four inches (4”) in height and no less than a three-quarter inch (3/4”) stroke.
- 7. Address Numbering During Construction** - Address numbers are to be highly visible from the street on which the building is addressed. Additional address numbers may be required at the street entrances into the site. Temporary signs may be made of wood, plastic, or metal, spray-painted or stenciled on the exterior of the building walls or glass.
- 8. Addressing Buildings on Sides Not Facing the Addressing Street:** Address numbers visible from a street other than the original addressing street must have the street name added to the address numbers. See EXAMPLE below:

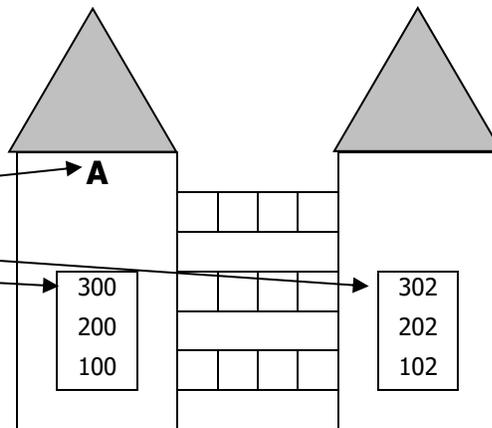


**9. Building Lettering:** Addressed properties with multiple buildings require building designators which distinguish additional buildings at the same address. Building letter designators shall be a minimum of twelve inches (12") in height and not less than a one and one-half inch (1.5") stroke. The minimum height of building letters on commercial and industrial buildings is 12 feet above street level. See EXAMPLE below:

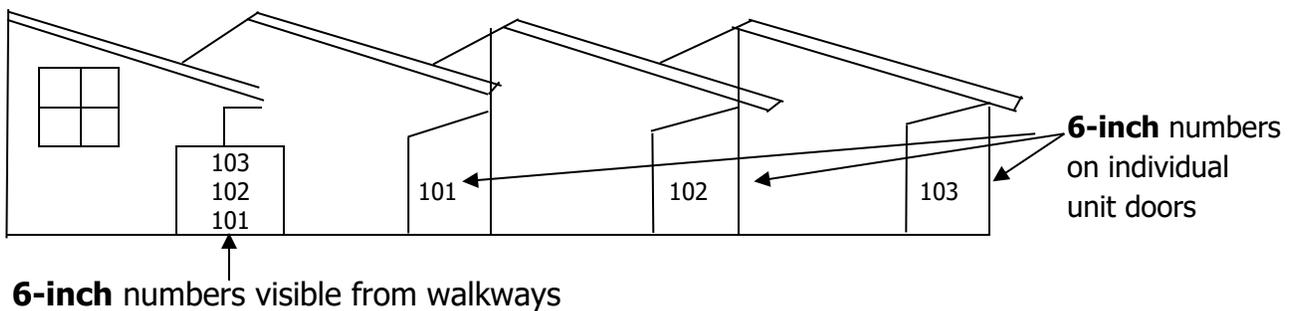
**Other Examples:**

**Office/Retail/Commercial**

**12 inch** building letters  
**6 inch** unit numbers



**Multi-Family Dwellings**

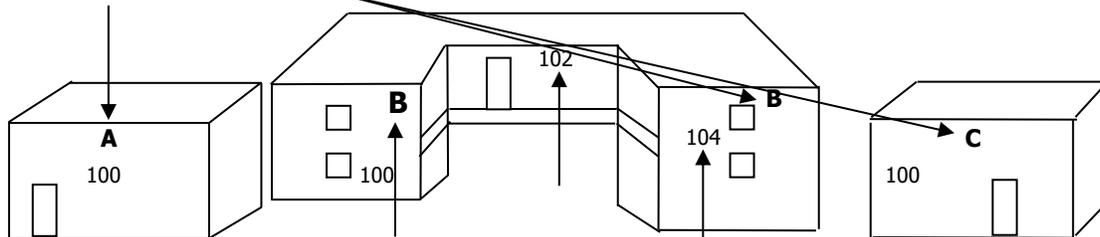


**Industrial/Commercial/Office/Storage Buildings**

(Example of buildings on the same street and address)

Example: 1920 Industrial Blvd. Building B, Ste. #102

**12-inch Building Letters**



**6-inch** suite numbers, for commercial buildings, shall start with 100 and alternate with even numbers (e.g. 100, 102, 104, etc.).

It is recommended that the builder or owner meet with the Fire Prevention Bureau prior to posting numbers and having any stationary, forms, business cards, etc., printed.

**MINIMUM ADDRESS NUMBERS SIZES:**

- Single family and duplex residential homes: **4"** numbers with 1/2" stroke
- Multi-family apartment and condominium buildings: **6"** numbers with 3/4" stroke
- Commercial buildings: **6"** numbers with 3/4" stroke
- Industrial Buildings: **12"** numbers with 1.5" stroke

**STREET NAMES AND ROAD SIGNS:**

1. Proposed street names must be submitted to the Development Services Department for review by city staff, police, and fire departments. Streets and roads must be identified with approved signs.
2. Temporary signs must be installed at each street intersection when construction of new roadways allows passage by vehicles.

Signs must be of an approved size, weather resistant and be maintained until replaced by permanent signs.

**REFERENCE**

2018 International Fire Code, Ch. 5 §505 *Premise Identification*

**Note:** This FD Specification is intended to be a guide only. For full installation, fire-flow, location and distribution, and maintenance requirement, refer to the references above. Where conflicts exist between this document and the applicable codes and standards, the above references must supersede.

APPROVED: \_\_\_\_\_ DATE: 9/1/2021

Scott Hartman, Fire Marshal