



STANDARD 502 PREMISES IDENTIFICATION

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Please note that the District assumes no liability for any damages incurred directly or indirectly as a result of any errors, omissions, or discrepancies between this standard and any applicable law. It is the sole responsibility of the person or persons conducting any work pursuant to this standard to ensure their work complies with any and all applicable codes, ordinances, and regulations.

Supersedes: VCFPD Standard 14.4.1

CHAPTER 1 – ADMINISTRATION

1.1 Scope. This standard provides the general requirements for property identification within the jurisdiction of Ventura County Fire Protection District (VCFPD). This standard shall be used in conjunction with the specific conditions contained in the current adopted edition of the Ventura County Fire Code (VCFC), the current adopted edition of the California Building Code (CBC), and any other applicable standards.

1.2 Purpose. This standard was developed to provide the requirements for the identification of properties/structures. The following requirements will ensure that appropriate measures have been taken to provide safety to the public and properties/structures as required by the VCFC.

1.3 Responsibility. All individuals and property owners shall be responsible for providing premises identification as required by the VCFC.

CHAPTER 2 – DEFINITIONS

2.1 General. The following words and terms shall, for the purposes of this standard and permit requirements of the VCFC, have the meanings shown herein.

2.2 Ventura County Fire Code (VCFC). The current adopted VCFPD Ordinance consisting of the current adopted edition of the California Fire Code; portions of the current adopted edition of the International Fire Code; and the VCFPD amendments thereto.

CHAPTER 3 – GENERAL REQUIREMENTS

3.1 General. Plans and specifications shall be submitted to VCFPD, Fire Prevention Bureau as indicated elsewhere in this document.

3.2 Addressing Submittal. Submittals shall be made directly to the Building and Safety or Public Works Department for the applicable jurisdiction. These agencies will forward the addressing request to the Fire District for review.

3.3 Addressing Approval. The Fire District will review the addressing submittal for approval. Final approval of addressing will be granted by the Building and Safety or Public Works Department for the applicable jurisdiction.

3.4 Approved Addresses. Approved numbers or addresses shall be provided for all new and existing buildings in such a position and style as to be plainly visible and legible from the street or road fronting the property. Numbers shall not be spelled out. Additional locations on the building may be required.

3.5 Additional Locations. When required by the Fire District, additional numbers or addresses shall be provided on an elevated post or monument adjacent to fire apparatus access roads or driveways leading to buildings.

3.6 Approved Colors. Numbers shall contrast with their background. Numbers with a reflective metallic finish shall not be permitted.

3.7 Installation Timing. Approved street or road signs and address numbers shall be installed prior to occupancy of any new building and prior to construction when required by the Fire District.

CHAPTER 4 – RESIDENTIAL BUILDINGS

4.1 Approved Sizes. One and two-family dwellings and mobile homes shall have address numbers installed to meet the following requirements (See Exhibit A):

- (1) The minimum height of the numbers shall be 4-inches.
- (2) The minimum width of each number shall be 2-inches.
- (3) The minimum stroke width of each number shall be ½-inches.

4.2 Increased Size. Where buildings are set back from the street, larger numbers may be required as determined by the Fire District. To calculate the required width and stroke width of each number, the following shall apply: width = 1/2 of the required height and stroke width = 1/10 of the required height. (See Exhibit A)

CHAPTER 5 – MULTI-FAMILY RESIDENTIAL BUILDINGS

5.1 Approved Sizes. Apartments, townhouses and condominium buildings shall have address numbers installed to meet the following requirements (See Exhibit A):

- (1) The minimum height of the numbers shall be 10-inches.
- (2) The minimum width of each number shall be 5-inches.
- (3) The minimum stroke width of each number shall be 1-inch.

5.2 Increased Size. Where buildings are set back from the street, larger numbers may be required as determined by the Fire District. To calculate the required width and stroke width of each number, the following shall apply: width = 1/2 of the required height and stroke width = 1/10 of the required height. (See Exhibit A)

5.3 Individual Units. Each individual unit shall have its address/unit number above or adjacent to the entrance door. Numbers shall meet the requirements of Sections 3.6 and 4.1 of this standard.

5.4 Multiple Buildings. Complexes with multiple buildings may be required to provide address range posted at driveway entrances, directories, premises maps and directional signs at locations approved by the Fire District. When required, the requirements of Chapter 7 of this standard shall be met.

CHAPTER 6 – COMMERCIAL AND INDUSTRIAL BUILDINGS

6.1 Approved Sizes. Commercial and industrial buildings shall have address numbers installed to meet the following requirements (See Exhibit A):

- (1) The minimum height of the numbers shall be 10-inches.
- (2) The minimum width of each number shall be 5-inches.
- (3) The minimum stroke width of each number shall be 1-inch.

6.2 Increased Size. Where buildings are set back from the street, larger numbers may be required as determined by the Fire District. To calculate the required width and stroke width of each number, the following shall apply: width = 1/2 of the required height and stroke width = 1/10 of the required height. (See Exhibit A)

6.3 Suite Identification. Each suite shall have its suite numbers posted above or adjacent to the entrance door. Multi-unit buildings with rear doors shall also provide suite numbers above or adjacent to each rear door. If the suite door is normally closed, the suite numbers may be placed on the door. Suite numbers shall meet the requirements of Sections 3.6 and 4.1 of this standard.

6.4 Multiple Buildings. Complexes with multiple buildings may be required to provide directories, premises maps and directional signs at locations approved by the Fire District. When required, the requirements of Chapter 7 of this standard shall be met.

CHAPTER 7 – DIRECTORIES

7.1 General. When directories are required by the Fire District, they shall meet the following requirements:

- (1) Provided at every entrance into the complex.
- (2) Setback two (2) feet from the curb and face the driveway.
- (3) Minimum size shall be 3-feet by 2-feet.
- (4) Indicate location of all buildings on the property.
- (5) Building numbers shall be a minimum of 3/8-inch in height.
- (6) Individual unit numbers shall be a minimum of 1/4-inch in height.
- (7) Lettering shall be a minimum of 1/2-inch in height.
- (8) Illuminated either internally or externally.

7.2 Plans and Specifications Submittal. Prior to printing and installation of any required directory, plans and specifications shall be submitted to the Fire District for review and approval.

EXHIBIT A

Example of Address Number Design

