



# Requirements for the Posting of Official Addresses

Policy and Procedure No.

# G-002

Date:

October 2010

Development and Resource Management Department  
2600 Fresno Street, 3<sup>rd</sup> Floor, Rm 3076  
Call (559) 621-8277 for an appointment or visit [www.fresno.gov](http://www.fresno.gov) for information

## Target Audience:

Planning staff, Building and Safety staff, Fire Department staff, the general public

## Purpose:

To establish uniform procedures for the posting of addresses for all buildings within the City of Fresno.

This policy is a minor amendment to Policy Number: 02-111 that went into effect on June 1, 2001. The purpose of these changes is to bring the current policy into conformance with Section 505.1 of the California Fire Code.

## Policy:

### All Buildings:

Approved premises identification and address numerals shall be provided for all new buildings and for all buildings being erected, converted, improved, reconstructed, or remodeled, relocated, added to, repaired, or otherwise altered under a required building permit. The correct address numerals shall also be provided on buildings that have undergone an official address change.

Address numerals and premises identification for all types of buildings shall conform to the following requirements:

1. Numerals shall be placed in such a position as to be plainly visible and legible from the street to which the numeral is assigned. Premise numerals facing a street other than that to which the numeral is assigned shall include the assigned street name.
2. Numerals shall be of a permanent material and shall have distinctive contrast with the background.
3. Numerals shall be continuously maintained.
4. Numerals shall not be obscured from the street by shrubs, trees, buildings, or any object at any time.
5. All premises (except detached single-family dwelling) having access from a public alley, easement, or driveway at the rear shall display the premise numeral visible from the alley, easement, or driveway. Rear numerals shall be at least 4 inches in height with a one-half (1/2) inch stroke.
6. Where buildings are located on premises so that address numerals on such buildings cannot be visible from the street, approved building graphic directories at each entrance location to premises shall be required. This graphic directory shall include a site plan of the overall site indicating the address of each building/tenant space.
7. When the development has a common name, it shall be prominently displayed and visible from all public entrances to the property.
8. Details of address numeral installation and premises identification shall be shown on the approved building plans.

### Residential Occupancies

Residential uses, in addition to the requirements above, shall comply with the following:

1. Premise numerals for single family detached housing shall be at least four inches in height with a minimum one-half (1/2) inch stroke and placed on the building so as to be visible from the street on which the numeral is assigned.
2. Premise numerals for townhomes, condominiums, apartments, and other multiple housing shall have numerals at least four inches in height and placed on or near the main entrance of each unit.
3. For multiple housing where the main street premise numeral is displayed on the individual building or along the street, the numerals shall be at least six in height with a minimum three-fourths (3/4) inch stroke and prominently displayed so as to be visible from the street or drive on which the numeral is assigned. Where the main street premise numeral is displayed on the individual building, unit numerals at least four inches in height shall be displayed at or near the main entrance of each unit.
4. Premise numerals may be displayed in an approved manner on curbs in addition to but not instead of any display required.
5. Residential planned developments having private driveways or private walkways shall display these premise numerals at least four inches in height to the driveway or walkway to which the numerals are assigned. Premise numerals shall not be displayed on a public street to which the number has not been assigned.

### Commercial Occupancies

Commercial, institutional, and industrial uses in addition to the above requirements shall comply with the following:

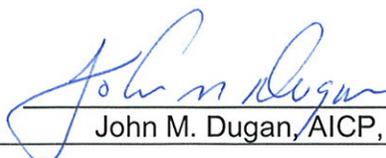
1. Individual units shall display the address or unit numeral near the main entrance of the unit to which the numeral is assigned.
2. For buildings less than 50 feet from the street or drive, the address numerals shall be at least six inches in height with a minimum of three-fourths (3/4) inch stroke. For buildings 50 feet or more from the street or drive, the address numerals shall be at least 12 inches in height with a minimum three-fourths (3/4) inch stroke.
3. Where a building contains multiple addresses or units, and where the building itself has a main or beginning and ending numeral displayed, the numerals indentifying individual premises may be reduced in size provided the numerals are at least four inches in height with a minimum one-half (1/2) inch stroke.
4. When appropriate, because of unusual conditions, the Building Official reserves the right to modify the standards in individual cases so as to comply with the intent and spirit of these requirements.

### **Review and Responsibility:**

Development and Resource Management Department

Fire Department

Signature: \_\_\_\_\_

  
John M. Dugan, AICP, Director

Dated: 10/13/2010