

CHAPTER 3

ADDRESSING

CONTENTS:

- **Fire Department Address Guide**
- **Addresses, Building #'s, Spread Plates, Corridor Plates, Unit #'s, Suite #'s**
- **Monument Addressing**
- **Stairwell Identification**

PURPOSE:

A correctly addressed and identified property is a critical factor in emergency responders response times.



PHOENIX FIRE DEPARTMENT
Fire Prevention
Emergency Access Section

Fire Department Address Guide
for All Properties

Single Family Homes

Minimum 4" high, 5/8" contrasting numbers.

Multi Family Communities (Apartments, condos, townhouses)

Street Address:

Minimum 12" high numbers with a 2" stroke with contrasting background.

- **12" high numbers with a 2" stroke are only acceptable when placed within approximately 75' of the road in which the property is addressed.**

Building Numbers:

Minimum 18" high numbers with a 3" stroke with contrasting background.

- Buildings under 100' long: a minimum of one number per building.
- Buildings over 100' in length require a minimum of two numbers per building.

Apartment Spread Numbers/ Corridor Spread Numbers:

- Apartment spread numbers are to be a minimum 7" high numbers with a 1" stroke with contrasting background.
- Corridor spread numbers are to be a minimum 4" high number with a 5/8" brush stroke with contrasting background.
- Number example format:
301-310 3rd Floor
201-210 2nd Floor
101-110 1st Floor

Apartment Numbers:

Minimum 4" high numbers with a 5/8" stroke with contrasting background and visible from access road.

Large Office and Warehouse Buildings

Minimum 24" high numbers with a 4" stroke with contrasting background.

Address must be visible from all access directions.

- Buildings over 500' long will have two address locations if more than one access point is visible.
- Suite numbers are required for multi tenant complexes and shall be located over the **front door and on the rear door** with a 6" high x 1" brush stroke.

Shopping Centers, High Rise Buildings and Other Applications

Minimum 12" high numbers with a 2" stroke with contrasting background. Be visible from all access directions. Suite numbers are required over the door with a 6" high x 1" brush stroke.

- Buildings beyond 100' from the street and 10,000 square feet or more would need to install 18" x 3" address numbers.

Marquee and Monument

Addresses installed on a marquee or monument located next to the street will require numbers 12" high x 2" brush stroke to be located a minimum of 3 feet above grade. Numbers shall contrast with the background.



PHOENIX FIRE DEPARTMENT
Fire Prevention
Emergency Access Section

Emergency Access (F481)
Plan Requirements and
Submittal Guide

STEPS TO OBTAIN EMERGENCY ACCESS PERMIT.

DO NOT SUBMIT 2 ENTIRE SETS OF BUILDING PLANS (see below for required pages)

- ☐ Bring **two** sets of **Emergency Access** plans to City Hall (200 W. Washington)
- ☐ Take the **two** sets of plans to the **Fire Plan Review Office** 10th floor
- ☐ Complete the plan review application

EMERGENCY ACCESS PLANS:

- ☐ Two sets of plans, drawn to scale
- ☐ Plan submittal shall include; **site plan and building elevations** (all sides), and a dedicated page(s) including signage / addressing / Knox box(s) details and installation requirements. Additional drawings may be required depending on the scope of the project
- ☐ Description of the proposed project (new build, remodel, etc.) and the business operation.
- ☐ Owners name, mailing address, contact person, and phone number optional

THE FOLLOWING ARE SPECIFIC PLAN REQUIREMENTS:

- ☐ Architectural site plan that depicts all buildings, roadways, significant landscape features, fire hydrants, fire department connections, and water retention features
- ☐ Site plan shall also depict:
 1. Address number location(s)
 2. Building number location(s) (if applicable)
 3. Building spread plate location(s) (if applicable)
 4. Fire lane location and markings (i.e. red curb, fire lane signs, stencil of "No Parking Fire Lane" in front of ALL private hydrants, blue reflector in front of ALL hydrants) and Details of the required signage
 5. Knox Box type and location(s)
 6. Pedestrian gate location(s) (if applicable)

7. Rooms and/or areas containing fire protection equipment (fire riser room/cabinet, alarm panel, fire control room, fire pump room) and the appropriate signage to identify the fire protection equipment

8. Stairwells and Signage

- ❑ Site plans must also show orientation to streets, property line, and point of compass (North Arrow)



- ❑ Drawing must be to scale and include a graphic representation of the scale
- ❑ Drawing must be legible and dedicated to the specific item being reviewed

****Stamped approved plans, and permit must be on site for final inspection.**





12" NUMBERING
2" BRUSH STROKE

Click on thumbtack for
Corel DRAW File



**PHOENIX
FIRE DEPARTMENT
APARTMENT
MONUMENT**

FNAME: DP3_2.CDR
CALL FIRE PREVENTION-ACCESS OFFICER
FOR QUESTIONS OR ASSISTANCE
(602)256-3382 OR (602)262-6771

L. HERTZ DP 3.2 AUG. 2003



12" X 2" BRUSH STROKE

4465





12" NUMBERING
2" BRUSH STROKE

FNAME: DP3_4.CDR
CALL FIRE PREVENTION-ACCESS OFFICER
FOR QUESTIONS OR ASSISTANCE
(602)256-3382 OR (602)262-6771

Click on thumbtack for
Corel DRAW File



PHOENIX
FIRE DEPARTMENT
COMMERCIAL
MONUMENT

L. HERTZ

DP 3.4

AUG. 2003



12" NUMBERING
2" STROKES

FNAME: KFC_MON.CDR
CALL FIRE PREVENTION-ACCESS OFFICER
FOR QUESTIONS OR ASSISTANCE
(602)256-3382 OR (602)262-6771

Click on thumbtack for
Corel DRAW File



PHOENIX
FIRE DEPARTMENT
BUILDING ADDRESS
MONUMENT

L. HERTZ

DP 3.5

FEB. 2003



**PHOENIX
FIRE DEPARTMENT**

BUILDING ADDRESS

L. Hertz

DP 3.7

AUG. 2003

**Click on thumbtack for
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FNAME:DP3_7.CDR
CALL FIRE PREVENTION-ACCESS OFFICER
FOR QUESTIONS OR ASSISTANCE
(602)256-3382 OR (602)262-6771



24" NUMBERING
4" BRUSH STROKE

1550

GS-1930



**PHOENIX
FIRE DEPARTMENT**

**COMMERCIAL BUILDING
ADDRESS**



12" NUMBERING
2" BRUSH STROKE
MONUMENT ADDRESS





24" x 4" BRUSH STROKE

13402

FAMILY MATTERS

THOMAS A. PICCOLI, D.D.S.
COSMETIC & RECONSTRUCTIVE DENTISTRY

THE PHOENIX

THE PHOENIX





**PHOENIX
FIRE DEPARTMENT
BUILDING ADDRESS
DETAILS**

L. HERTZ DP 3.11 MAY 2001

FNAME:DP3_11.CDR
CALL FIRE PREVENTION-ACCESS OFFICER
FOR QUESTIONS OR ASSISTANCE
(602)256-3382 OR (602)262-6771

Click on thumbtack for
Corel DRAW File





12" X 2" BRUSH STROKE



**PHOENIX
FIRE DEPARTMENT**
**BUILDING ADDRESS
DETAILS**

L. HERTZ DP 3.12 MAY 2001

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**FNAME:DP3_12.CDR
CALL FIRE PREVENTION-ACCESS OFFICER
FOR QUESTIONS OR ASSISTANCE
(602)256-3382 OR (602)262-6771**



FNAME:DP3_13.CDR
 CALL FIRE PREVENTION-ACCESS OFFICER
 FOR QUESTIONS OR ASSISTANCE
 (602)256-3382 OR (602)262-6771

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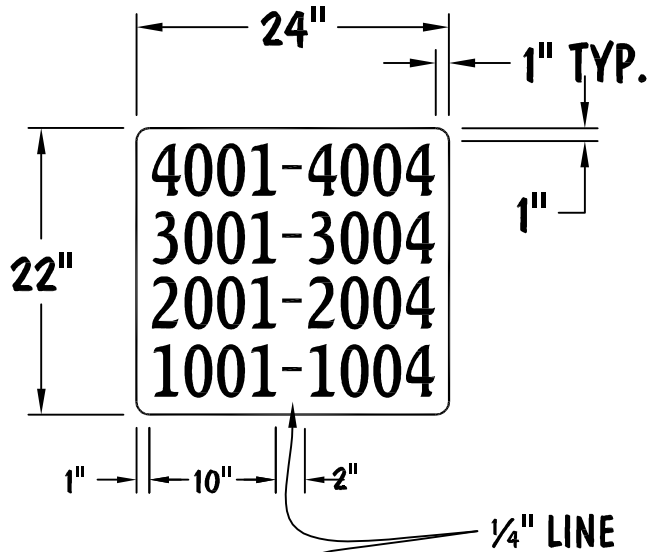
FIRE DEPARTMENT
BUILDING ADDRESS
DETAILS

L. Hertz

DP 3.13

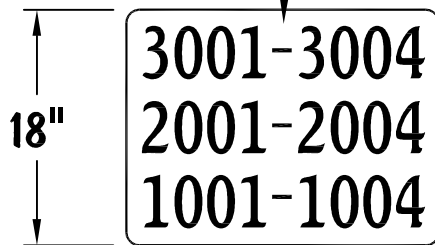
AUG. 2003

CORRIDOR SPREAD PLATE SAMPLE (FIGURE 5-14)



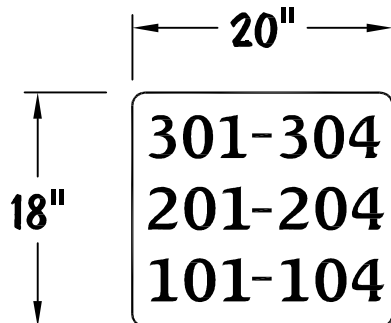
NUMBER SIZE (FOUR DIGIT PLATE) FOUR FLOORS

4" X 5/8" BRUSH STROKE
4 DIGIT NUMBERS - THOUSAND SERIES



NUMBER SIZE (FOUR DIGIT PLATE) THREE FLOORS

4" X 5/8" BRUSH STROKE
3 DIGIT NUMBERS - HUNDREDS SERIES



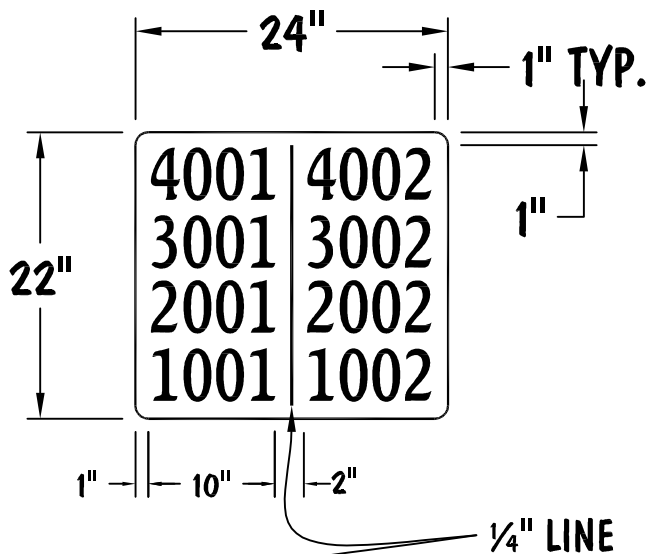
NUMBER SIZE (THREE DIGIT PLATE) THREE FLOORS

4" X 5/8" BRUSH STROKE
3 DIGIT NUMBERS - HUNDREDS SERIES
101 - 199 NUMBER RANGE

THE FONT USED IS SEAGULL MD. FONTS USED FOR ADDRESSING MUST BE LEGIBLE AND EASY TO READ. THE USE OF DIFFERENT FONTS MUST BE PRE-APPROVED BY A FIRE PREVENTION EMERGENCY ACCESS OFFICER.

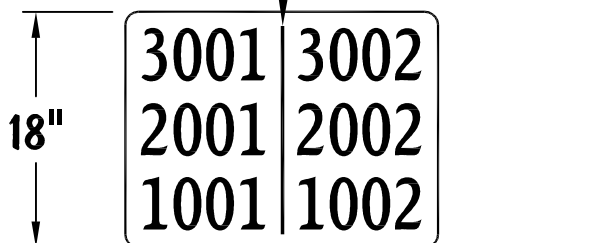


CORRIDOR UNIT PLATE SAMPLE (FIGURE 9-13)



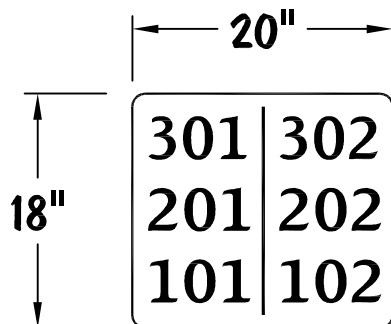
NUMBER SIZE (FOUR DIGIT PLATE) FOUR FLOORS

4" X 5/8" BRUSH STROKE
4 DIGIT NUMBERS - THOUSAND SERIES



NUMBER SIZE (FOUR DIGIT PLATE) THREE FLOORS

4" X 5/8" BRUSH STROKE
3 DIGIT NUMBERS - HUNDREDS SERIES



NUMBER SIZE (THREE DIGIT PLATE) THREE FLOORS

4" X 5/8" BRUSH STROKE
3 DIGIT NUMBERS - HUNDREDS SERIES
101 - 199 NUMBER RANGE

THE FONT USED IS SEAGULL MD. FONTS USED FOR ADDRESSING MUST BE LEGIBLE AND EASY TO READ. THE USE OF DIFFERENT FONTS MUST BE PRE-APPROVED BY A FIRE PREVENTION EMERGENCY ACCESS OFFICER.

Click on thumbtack for
Auto CAD File



PHOENIX
FIRE DEPARTMENT

CORRIDOR SPREAD
PLATE DETAILS

L. HERTZ DETAIL 3.1A JAN. 2002



FNAME: DP3_14.CDR
CALL FIRE PREVENTION-ACCESS OFFICER
FOR QUESTIONS OR ASSISTANCE
(602)256-3382 OR (602)262-6771

Click on thumbtack for
Corel DRAW File



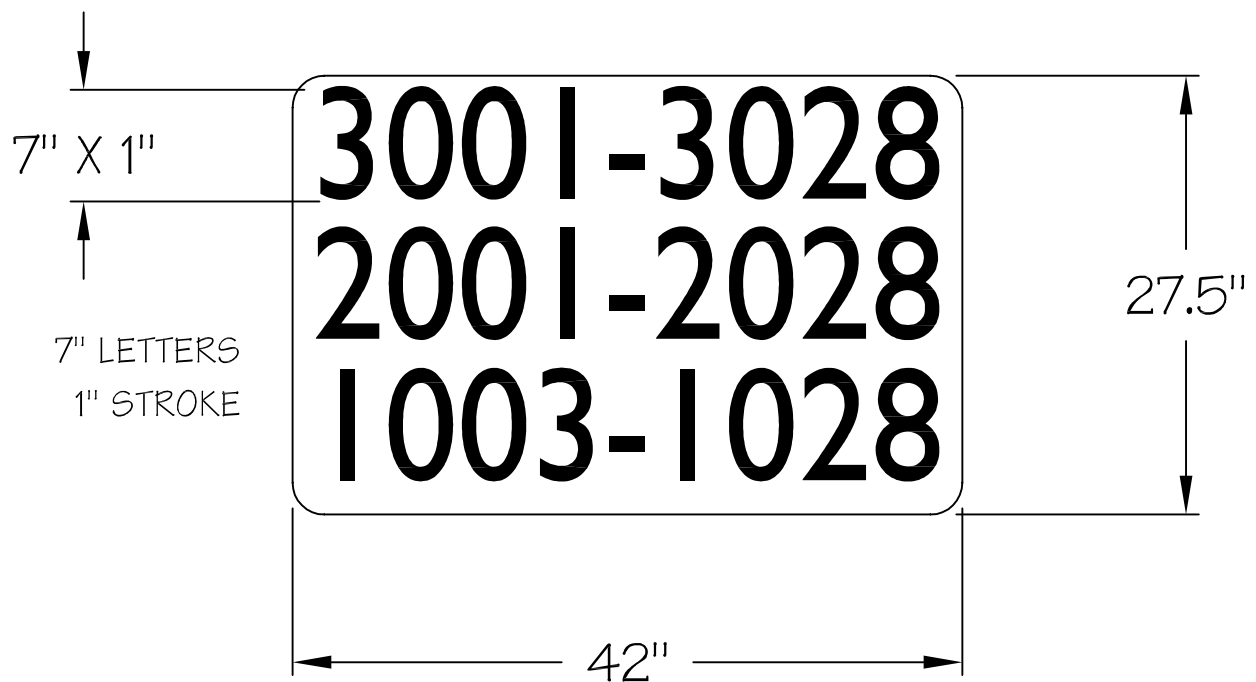
**PHOENIX
FIRE DEPARTMENT
BUILDING NUMBER
UNIT SPREAD**

L. HERTZ DP 3.14 AUG. 2003

MULTI-FAMILY NUMBERING DETAIL



18" BLDG. NUMBER
3" STROKE

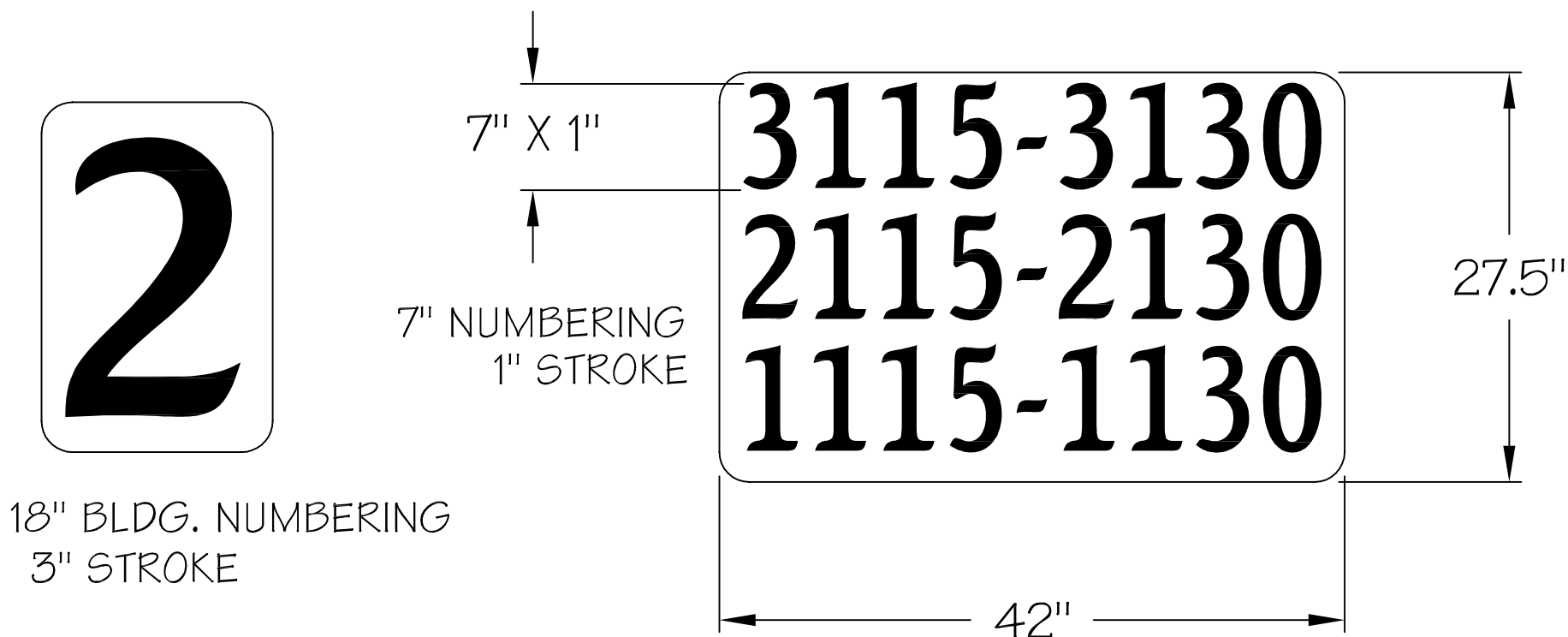


ALL NUMBERING IS GILL SANS FONT

NOTE:

THE FONT USED IS GILL SANS. FONTS USED FOR ADDRESSING MUST BE LEGIBLE AND EASY TO READ. THE USE OF DIFFERENT FONTS MUST BE PRE-APPROVED BY A FIRE PREVENTION EMERGENCY ACCESS OFFICER.





ALL NUMBERING IS SEAGULL MD BT FONT

NOTE:

THE FONT USED IS SEAGULL MD. FONTS USED FOR ADDRESSING MUST BE LEGIBLE AND EASY TO READ. THE USE OF DIFFERENT FONTS MUST BE PRE-APPROVED BY A FIRE PREVENTION EMERGENCY ACCESS OFFICER.

Click on thumbtack for
Auto CAD File



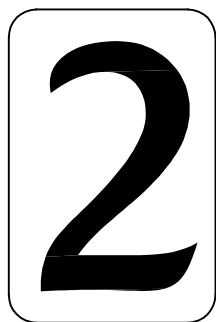
MULTI - FAMILY NUMBERING DETAIL



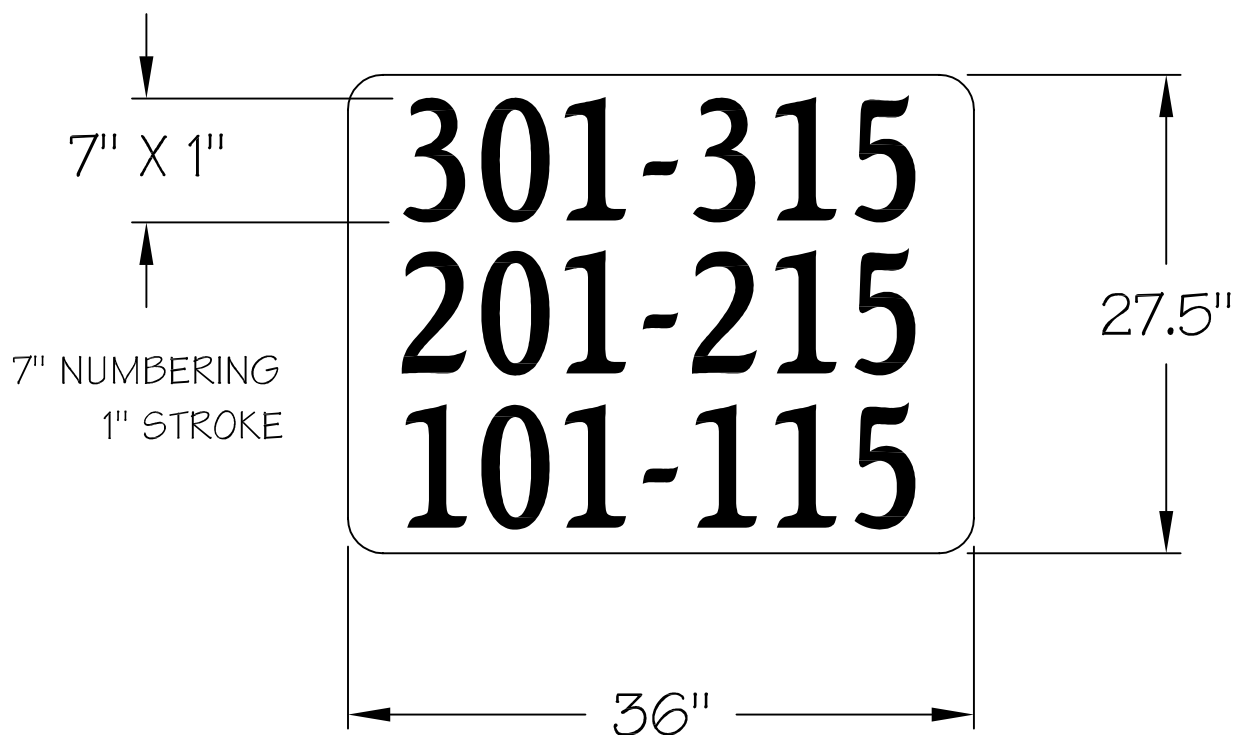
PHOENIX
FIRE DEPARTMENT

BUILDING NUMBERING
AND UNIT SPREAD NUMBERS

L. HERTZ DETAIL 3.2 A MARCH 2006



18" BLDG. NUMBERING
3" STROKE



ALL NUMBERING IS SEAGULL MD BT FONT

NOTE:

THE FONT USED IS SEAGULL MD. FONTS USED FOR ADDRESSING MUST BE LEGIBLE AND EASY TO READ. THE USE OF DIFFERENT FONTS MUST BE PRE-APPROVED BY A FIRE PREVENTION EMERGENCY ACCESS OFFICER.

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*Multi-Family Numbering Detail
for Communities w/
Less Than 100 Total Units per Floor*

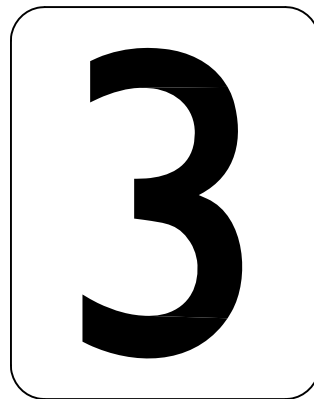


PHOENIX
FIRE DEPARTMENT

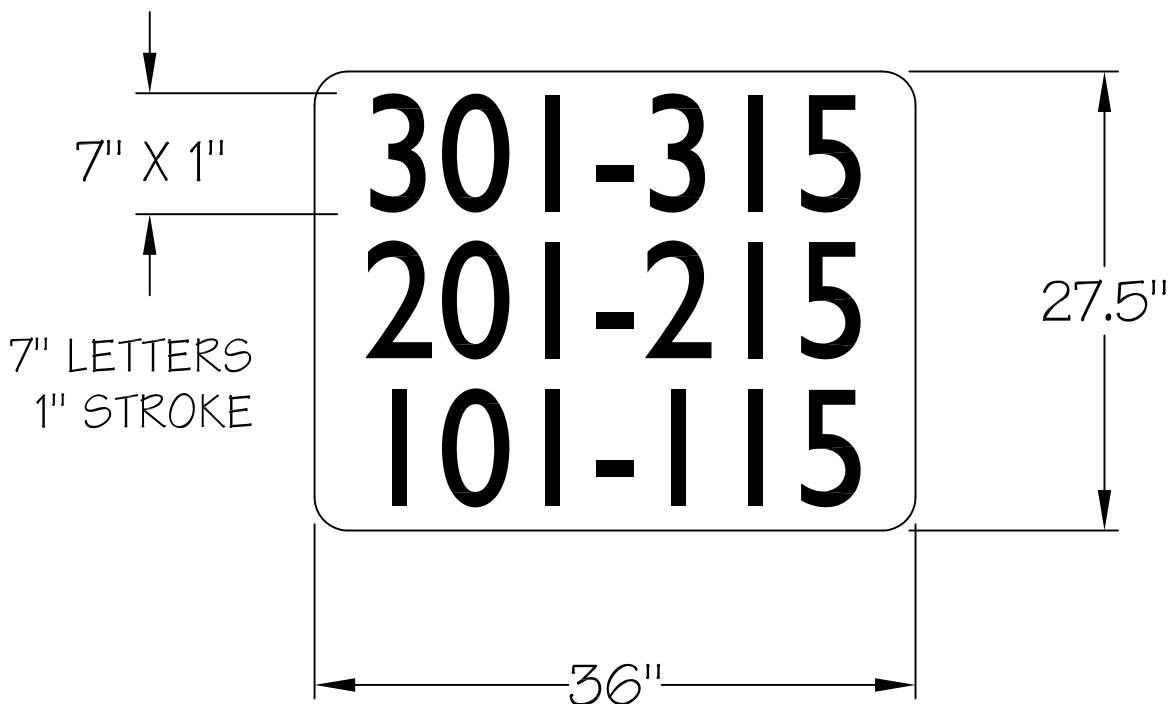
BUILDING NUMBERING
AND UNIT SPREAD NUMBERS

L. HERTZ DETAIL 3.2 B MARCH 2006

*Multi-Family Numbering Detail
for Communities w/
Less Than 100 Total Units per Floor*



18" BLDG. NUMBER
3" STROKE



ALL NUMBERING IS GILL SANS FONT

NOTE:

THE FONT USED IS GILL SANS. FONTS USED FOR ADDRESSING MUST BE LEGIBLE AND EASY TO READ. THE USE OF DIFFERENT FONTS MUST BE PRE-APPROVED BY A FIRE PREVENTION EMERGENCY ACCESS OFFICER.





FNAME: BLDG_SPREAD.CDR
CALL FIRE PREVENTION-ACCESS OFFICER
FOR QUESTIONS OR ASSISTANCE
(602)256-3382 OR (602)262-6771

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PHOENIX
FIRE DEPARTMENT
BUILDING NUMBER
UNIT SPREAD

L. HERTZ DP 3.15 JUNE 2003



FNAME:DP_16.CDR
CALL FIRE PREVENTION-ACCESS OFFICER
FOR QUESTIONS OR ASSISTANCE
(602)256-3382 OR (602)262-6771

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PHOENIX
FIRE DEPARTMENT
BUILDING NUMBER
UNIT SPREAD

L. Hertz

DP 3.16

AUG. 2003



FNAME: DP3_17.CDR
CALL FIRE PREVENTION-ACCESS OFFICER
FOR QUESTIONS OR ASSISTANCE
(602)256-3382 OR (602)262-6771

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PHOENIX
FIRE DEPARTMENT
BUILDING NUMBER
UNIT SPREAD

L. Hertz

DP 3.17

AUG. 2003



FNAME: DP3_18.CDR
CALL FIRE PREVENTION-ACCESS OFFICER
FOR QUESTIONS OR ASSISTANCE
(602)256-3382 OR (602)262-6771

Click on thumbtack for
Corel DRAW File



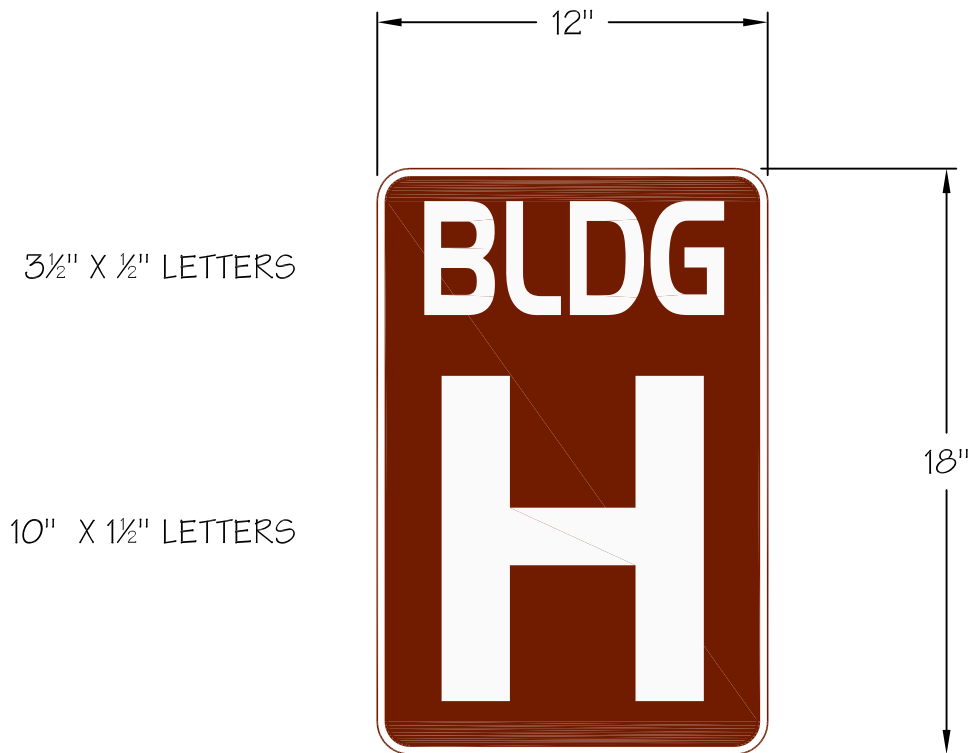
**PHOENIX
FIRE DEPARTMENT**

**BUILDING NUMBER
UNIT SPREAD**

L. Hertz

DP 3.18

AUG. 2003



SELF STORAGE BLDG. FACILITIES SIGN

NOTES:

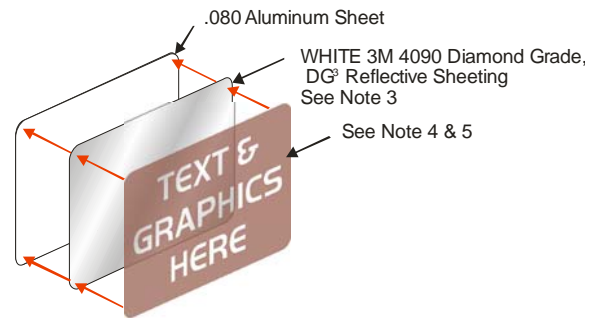
1. THE SIGN PLATE SHALL BE 12" X 18" WITH A THICKNESS OF .080 ALUMINUM CONSTRUCTION.
2. THE SIGN FACE SHALL HAVE A BROWN REFLECTIVE BACKGROUND WITH A WHITE LEGEND, USING THE STANDARD 3M SCOTCHLITE SIGN FACE NUMBER R7-32 OR EQUIVALENT, WITH WHITE SCREEN PRINTED LETTERING AS SHOWN ABOVE.
3. FONT STYLE USED IS HANDEL GOTHIC BT CAPITAL FONTS.
4. THIS SIGN IS **FOR COMMERCIAL APPLICATION ONLY**. NOT FOR MULTI-FAMILY RESIDENTIAL BUILDINGS.

SPECIAL APPLICATION





1.25" (1¼") LETTERING, ¼" STROKE
 1" LETTERING, 3/16" STROKE
 5" LETTERING, 7/8" STROKE
 1" LETTERING, 3/16" STROKE
 1" LETTERING, 3/16" STROKE
 NUMBERS SHALL BE RAISED A MINIMUM OF ⅜", UPPER CASE, SANS SERIF TYPE FONT.



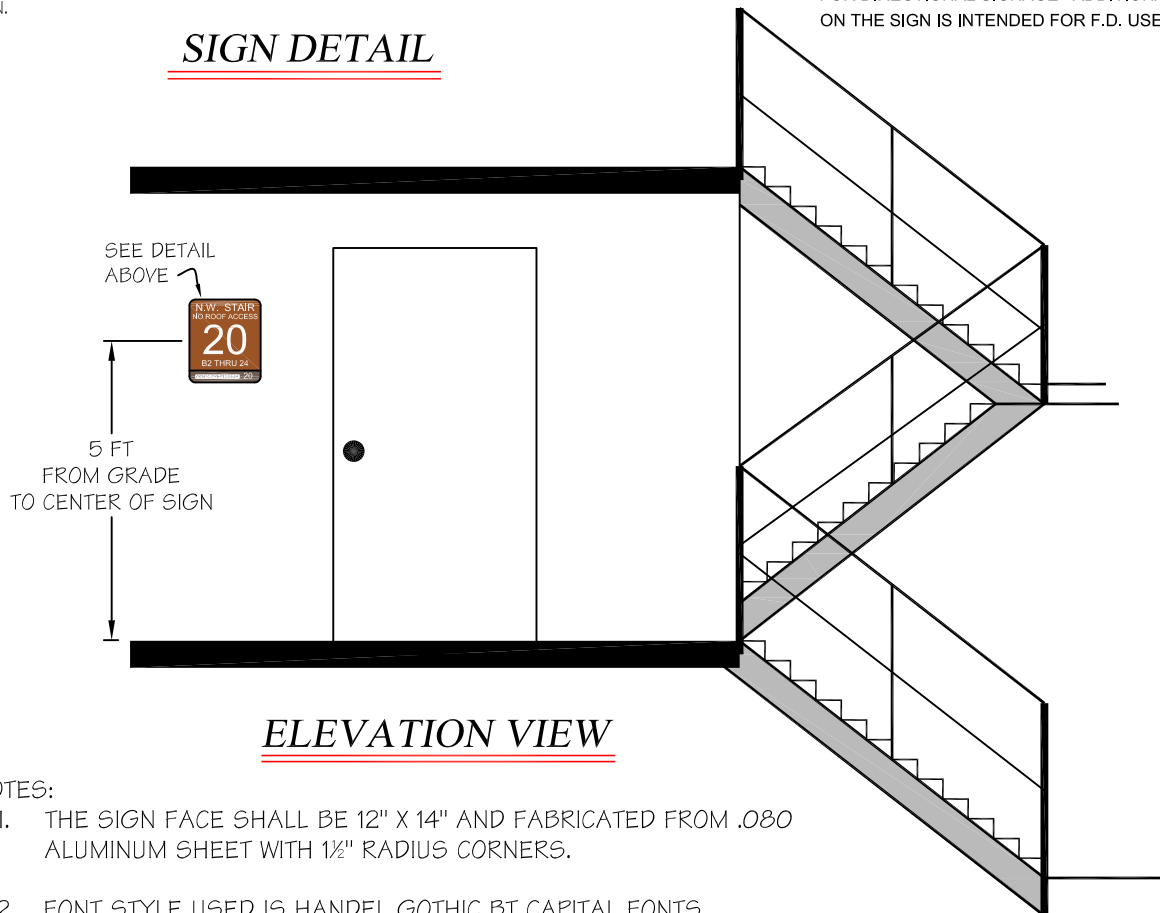
BRAILLE SHALL BE GRADE 2 TYPE, INDICATING STAIRWELL LOCATION AND FLOOR NUMBER.
 (EXAMPLE: N.W. STAIRWELL FLOOR 20)

THE BRAILLE AND RAISE NUMBERS SHALL BE PLACED NO MORE THAN 2" APART AND SHALL BE CENTERED ON THE SIGN.

ADA DISCLAIMER

THE INFORMATION PROVIDED ON THE BOTTOM 2" PORTION OF THIS SIGN IS ONLY INTENDED TO AID PEOPLE WITH VISUAL IMPAIRMENTS EXITING THE BUILDING. THE BRAILLE AND RAISED #'S INDICATING STAIRWELL LOCATION AND FLOOR # MEETS ADA REQUIREMENTS FOR DIRECTIONAL SIGNAGE. ADDITIONAL INFORMATION DISPLAYED ON THE SIGN IS INTENDED FOR F.D. USE ONLY.

SIGN DETAIL



ELEVATION VIEW

NOTES:

1. THE SIGN FACE SHALL BE 12" X 14" AND FABRICATED FROM .080 ALUMINUM SHEET WITH 1½" RADIUS CORNERS.
2. FONT STYLE USED IS HANDEL GOTHIC BT CAPITAL FONTS
3. THE SIGN FACE SHALL HAVE A WHITE 3M DIAMOND GRADE REFLECTIVE SHEETING (DG³ 4090 SERIES OR EQUIVALENT) APPLIED AS A BACKGROUND TO THE ALUMINUM PLATES.
4. LETTERING / GRAPHICS SHALL BE HIGH PERFORMANCE, NON-REFLECTIVE, CUTTABLE VINYL (3M 7725 SERIES) INVERSE CUT TO ALLOW WHITE REFLECTIVE BACKGROUND TO SHOW THROUGH.
5. ALL SIGN IMAGING SHALL BE IN COMPLIANCE WITH THE REFLECTIVE SHEETING MANUFACTURES MATCH COMPONENT SYSTEM.
6. REQUIRES PRE-APPROVAL BY FIRE PREVENTION EMERGENCY ACCESS OFFICER.





1.25" (1¼") LETTERING, ¼" STROKE

1" LETTERING, 3/16" STROKE

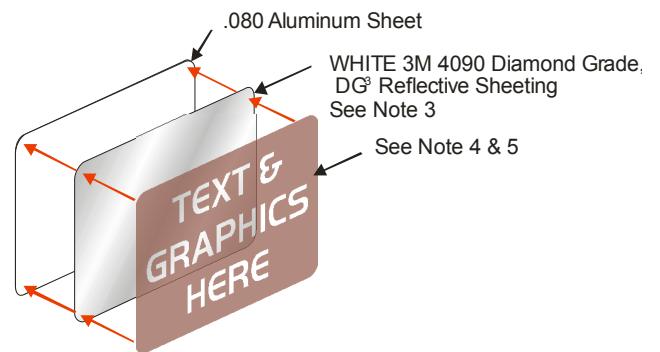
5" LETTERING, 7/8" STROKE

1" LETTERING, 3/16" STROKE

1" LETTERING, 3/16" STROKE
NUMBERS SHALL BE RAISED A
MINIMUM OF 1/32", UPPER CASE,
SANS SERIF TYPE FONT.

BRILLE SHALL BE GRADE 2 TYPE,
INDICATING STAIRWELL LOCATION AND
FLOOR NUMBER. (EXAMPLE: N.W.
STAIRWELL FLOOR 20)

THE BRILLE AND RAISE NUMBERS
SHALL BE PLACED NO MORE THAN
2" APART AND SHALL BE CENTERED
ON THE SIGN.

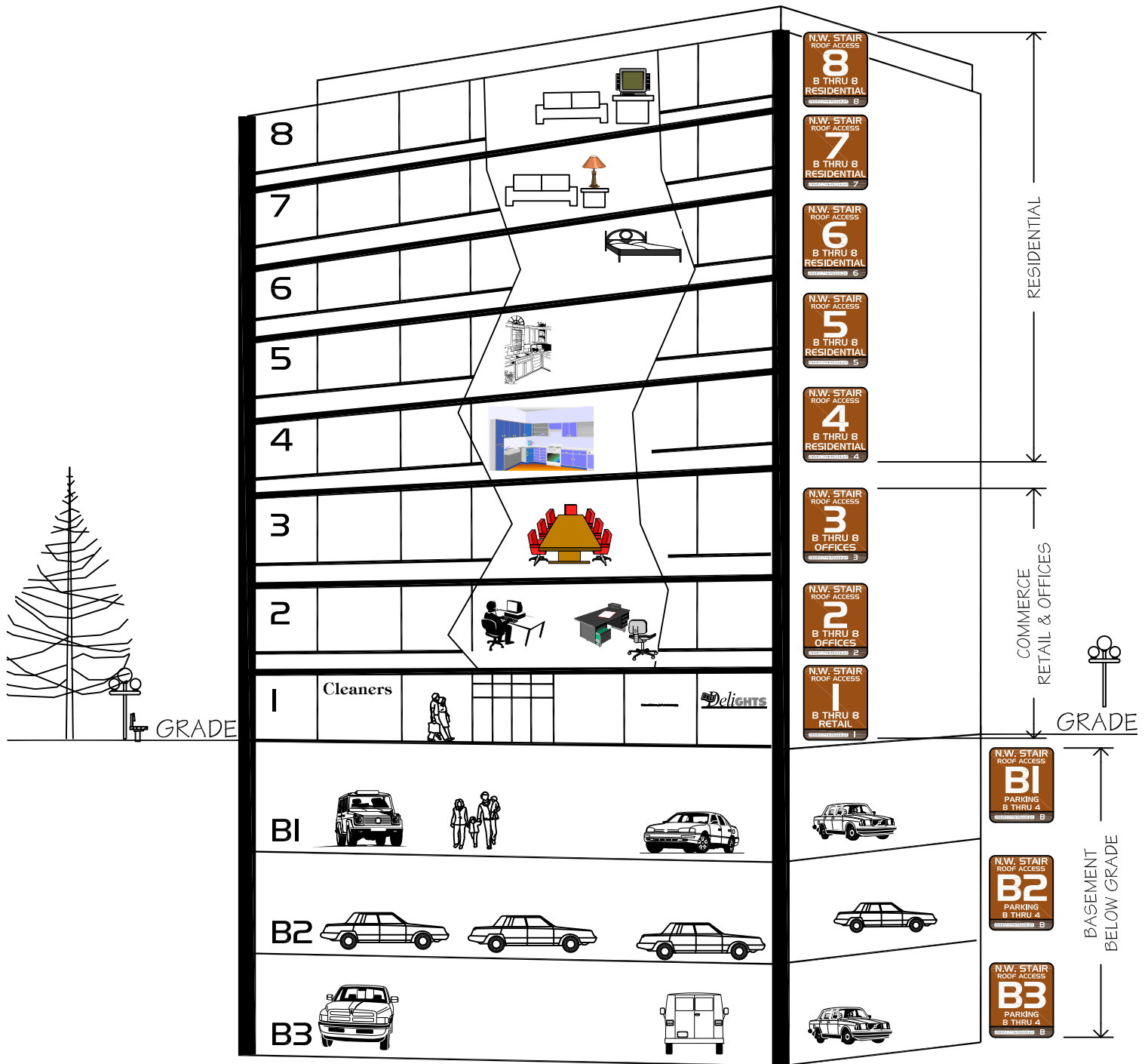


NOTES:

1. THE SIGN FACE SHALL BE 12" X 14" AND FABRICATED FROM .080 ALUMINUM SHEET WITH 1½" RADIUS CORNERS.
2. FONT STYLE USED IS HANDEL GOTHIC BT CAPITAL FONTS
3. THE SIGN FACE SHALL HAVE A WHITE 3M DIAMOND GRADE REFLECTIVE SHEETING (DG³ 4090 SERIES OR EQUIVALENT) APPLIED AS A BACKGROUND TO THE ALUMINUM PLATES.
4. LETTERING / GRAPHICS SHALL BE HIGH PERFORMANCE, NON-REFLECTIVE, CUTTABLE VINYL (3M 7725 SERIES) INVERSE CUT TO ALLOW WHITE REFLECTIVE BACKGROUND TO SHOW THROUGH.
5. ALL SIGN IMAGING SHALL BE IN COMPLIANCE WITH THE REFLECTIVE SHEETING MANUFACTURES MATCH COMPONENT SYSTEM.
6. REQUIRES PRE-APPROVAL BY FIRE PREVENTION EMERGENCY ACCESS OFFICER.



8 FLOORS ABOVE GRADE
3 LEVELS BELOW GRADE



NOTE:

- REFER TO STAIRWELL IDENTIFICATION DETAIL IN CHAPTER 3 OF THE EMERGENCY ACCESS BOOK, DETAILS 3.4 AND 3.5
- www.phoenix.gov/fdaccess/

Click on thumbtack for
Auto CAD File



SPECIAL APPLICATION

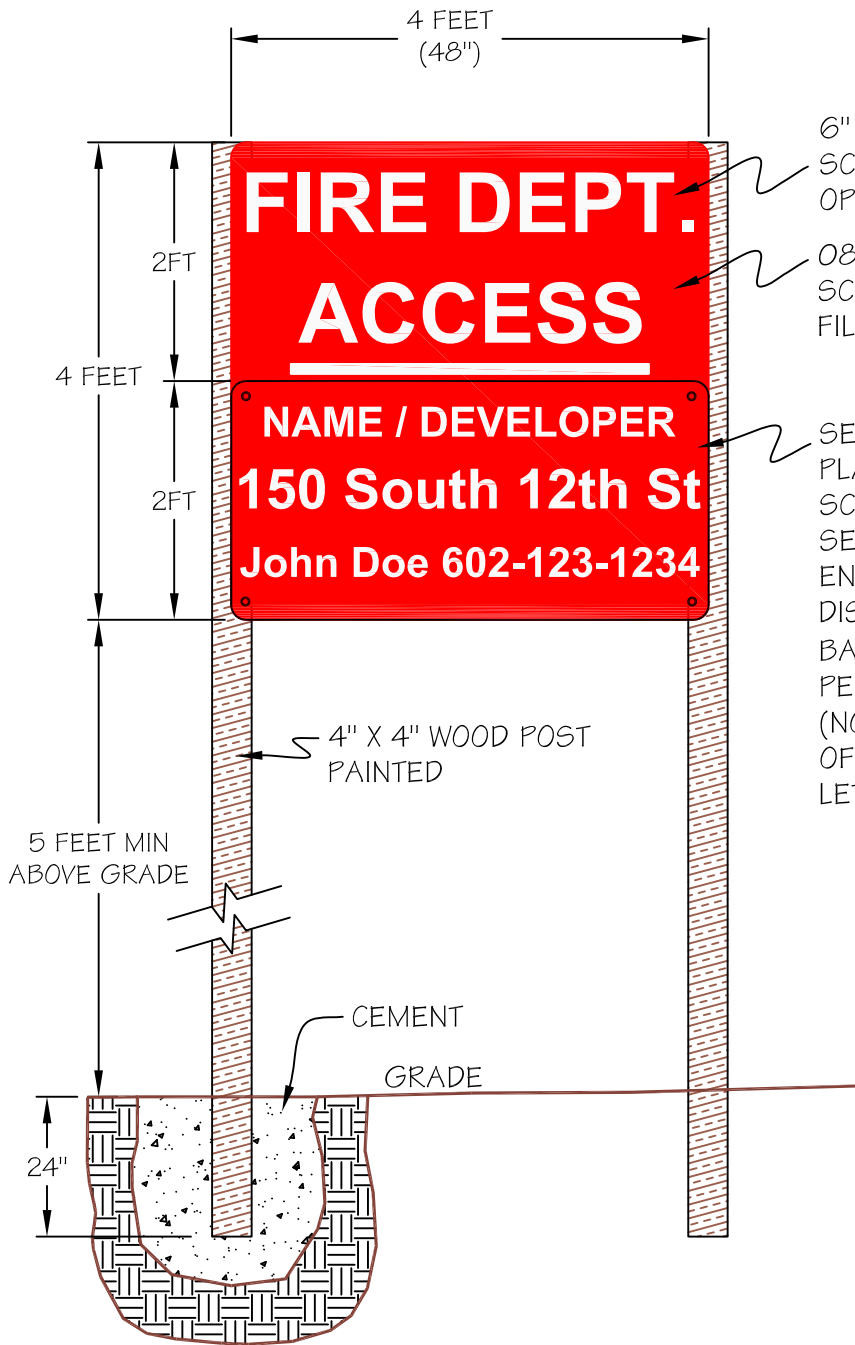
FILE NAME: High Rise Stairwell.dwg
CALL FIRE PREVENTION-ACCESS OFFICER
FOR QUESTIONS OR ASSISTANCE
602-256-3382 OR 602-262-6771



**PHOENIX
FIRE DEPARTMENT**

**HIGH RISE STAIRWELL BUILDING
SIGNAGE EXAMPLES**

L. HERTZ DETAIL 3.6 MAY 2008



6" WHITE LETTERING SHALL BE 3M SCOTCHCAL HIGH PERFORMANCE OPAQUE FILM, SERIES 7725.

.080 ALUMINUM BACKGROUND WITH RED 3M SCOTCHLITE ENGINEER GRADE REFLECTIVE FILM, SERIES 3200.

SEPARATE, REMOVABLE .080 ALUMINUM SIGN PLATE. WHITE LETTERING SHALL BE 3M SCOTCHCAL HIGH PERFORMANCE OPAQUE FILM, SERIES 7725. LETTERING SHALL BE LARGE ENOUGH TO BE EASILY READABLE FROM A DISTANCE OF 200 TO 300 FEET.

BACKGROUND SHALL BE 3M SCOTCHCAL HIGH PERFORMANCE OPAQUE FILM, SERIES 7725 (NON-REFLECTIVE) COLOR TO BE RED OR A COLOR OF EQUALLY HIGH CONTRAST TO WHITE LETTERING.

COPY IS TO IDENTIFY THE FOLLOWING:

- NAME OF HOMES OR BUSINESS
- ADDRESS OF PROPERTY
- SITE SUPERINTENDENT'S NAME AND CELL PHONE NUMBER OR PHONE NUMBER OF RESPONSIBLE PARTY.

NOTE:

1. THE SIGN PLATE SHALL BE 48" X 48" WITH A THICKNESS OF .080 ALUMINUM CONSTRUCTION AND 1½" RADIUS CORNERS. THE LOWER HALF OF SIGN PLATE IS NOT REQUIRED TO BE RED REFLECTIVE SHEETING. THIS SIGN CAN BE REVISED AND TRANSFERRED FROM SITE TO SITE.

