

CHAPTER 2

ADDRESS DIRECTORIES

CONTENTS:

- **Address Directory Regulations**
- **Entrance Islands Into Residential Communities**
- **Apartment Monuments And Directories**

PURPOSE:

A proper address directory placed at the entry of a complex aids all emergency responders attempting to find a location on a property with multiple buildings and or suites. (IE apartment complexes, hospital campuses)



STEPS TO OBTAIN ADDRESS DIRECTORY PERMIT.

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

- ❑ Bring **two** sets of **Address directory** 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
-


ADDRESS DIRECTORY PLANS:

- ❑ Two sets of plans, drawn to scale
 - ❑ Plan submittal shall include;
 1. Overall site plan and a dedicated page(s) depicting construction and installation specifications.
 2. The site map that will be used in the address directory shall include all required depictions specified in the “Specific Address Directory Requirements” section of this document
 3. 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 ADDRESS DIRECTORY REQUIREMENTS:

- ❑ **General.** An approved address directory shall be installed at properties with more than one principal building, buildings with unit identification numbers, or when, in the opinion of the chief, emergency response may be delayed due to the physical layout of the complex. (Example: multi family buildings, business office condos)
- ❑ **Dimensions.** The number of buildings in the complex shall determine the dimensions of the directory. *Exception: Some Properties have a physical layout that will require a larger address directory.*
 1. Complexes containing 12 or fewer buildings require 3 feet x 3 feet (9 square feet) site directory.

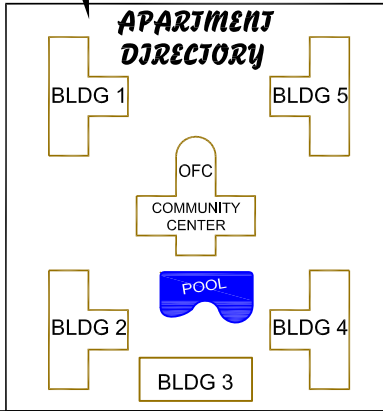
2. Complexes containing 13 to 30 buildings require 4 feet x 4 feet (16 square feet) site directory.
 3. Complexes containing 31 or more buildings require 5 feet x 5 feet (25 square feet) site directory.
- **Framing.** Framing materials shall not encroach upon the face of the directory by more than 1 1/2 inches. Stanchions or supports shall not be included in the required size of the directory.
 - **Protection.** The directory shall be protected against vandalism and disfigurement by a clear polycarbonate cover, with a minimum of 1/8 thickness, sealed to protect from weather.
 - **Illumination.** Address directories shall be internally illuminated utilizing white light. The Directory must be illuminated from dusk to dawn.
 - **Installation requirements.** Support posts or stanchions shall be set in concrete. Directories with dimensions of 3 feet x 3 feet (9 square feet) shall be 36 inches above grade. Directories with dimensions of 4 feet x 4 feet (16 square feet) and 5 feet x 5 feet (25 square feet) shall be 24 inches above grade.
 - **Depictions.** All depictions must be clear, easily understood and legible at a distance of 8 feet. The directory shall depict structures, building numbers, units, apartment space numbers, tennis courts, swimming pools, canals, waterfronts, driveways, streets, laundry rooms, fire hydrants, and other areas determined by the chief. The depictions shall comply with the following:
 1. Directories shall be a dark print on a contrasting light background.
 2. The name and address of the complex are required, but shall not exceed 10% of the total size of the site directory.
 3. Swimming pools, canals, and waterway areas shall be translucent blue.
 4. Tennis courts shall be translucent green.
 5. Fire hydrants shall be a ¼ inch diameter black circle filled with a translucent yellow center. The abbreviation “HYD” must be affixed by the location of the hydrant on the directory.
 6. The directory shall be properly oriented to the viewer with a red symbol 1 inch in diameter, with the words “you are here” affixed at the appropriate location on the directory.
 7. There must be a north directional arrow affixed to the directory. This arrow must be a minimum of 3 inches in size.
 8. The building numbers must be 1 inch in diameter, located directly adjacent to the building on the driveway side.

9. The colors used on site directory may not be duplicated to represent more than one item.
- **Setbacks.** The directory shall be installed on the occupancy's property and at the location approved by the chief as follows:
 1. The directory shall be set back from the street or curbing at least 25 feet to allow emergency vehicles to clear the public right of way.
 2. Shall not exceed a distance of (4) four feet from the edge of the property driveway facing the direction of oncoming traffic.
 3. Shall not conflict with traffic visibility zones as provided for by other ordinances.
 4. Shall be immediately visible and free from obstructions including architectural design and landscaping.
 - **Prohibition.** Information such as advertising or additional artwork shall not be allowed on the address directory.
 - 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

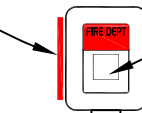
****Stamped approved plans, and permit must be on site for final inspection.**

Click on thumbtack for Auto CAD File

SITE DIRECTORY
REQUIRES
PRE-APPROVAL

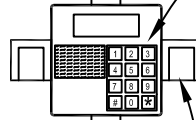


ACCESS SIGN



F.D. KNOX KEY SWITCH
REQUIRES PERMIT

TENANT KEY PAD

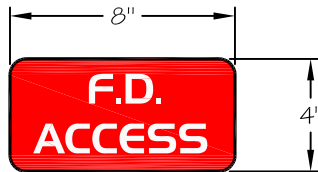


TENANT CARD ACCESS

24"

GRADE / PAVEMENT

**ENTRANCE ISLAND
ELEV. DETAIL (FRONT VIEW)**

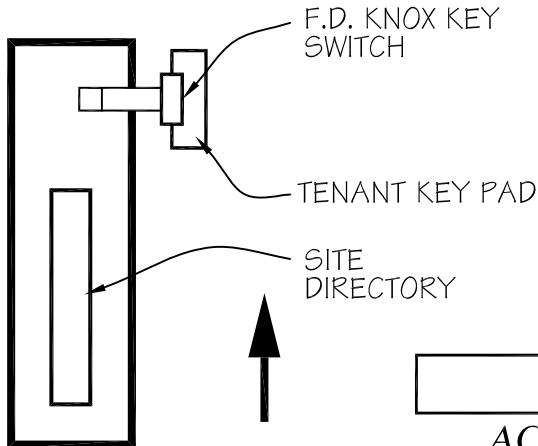


**ACCESS SIGN
DETAIL**

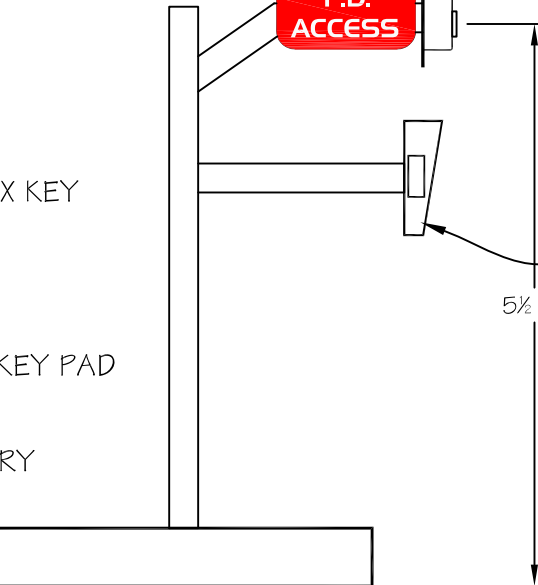
ACCESS SIGN
REQUIRES PERMIT



F.D. KNOX KEY SWITCH
FOR SINGLE GATE APPLICATION
SWITCH MODEL #3502
FOR DOUBLE GATE APPLICATION
SWITCH MODEL #3513



PLAN VIEW



**ACCESS PADS
ELEV. DETAIL (SIDE VIEW)**

NOTE:
ORDER FORMS FOR KNOX CO. LOCK BOXES, PADLOCKS
AND KEY SWITCHES ARE AVAILABLE THROUGH EITHER
THE ACCESS OR GATE INSPECTORS IN FIRE
PREVENTION. CALL 602-256-3382 FOR ORDER FORMS.

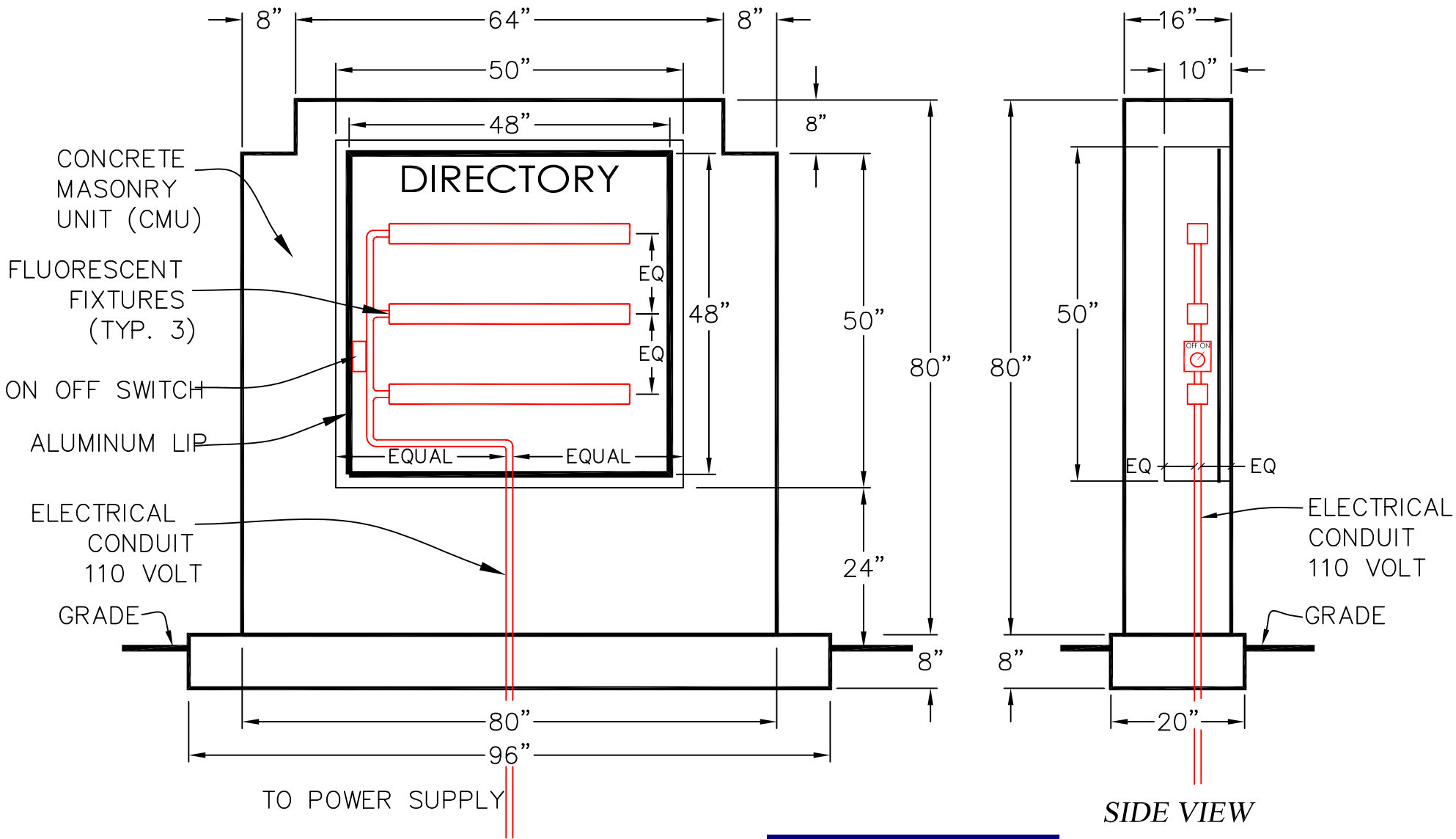
REQUIRES PERMIT



**PHOENIX
FIRE DEPARTMENT**

**ENTRANCE ISLAND DETAILS
TO RESIDENTIAL COMMUNITY
WITH AUTOMATIC GATES**

L. HERTZ DETAIL 2.1 MARCH 2006



FRONT VIEW

SIDE VIEW


NOTE:

1. SHOULD INCLUDE PHOTO CELL.
2. REFER TO DETAIL 2.1 FOR DIMENSION SPECIFICATIONS.

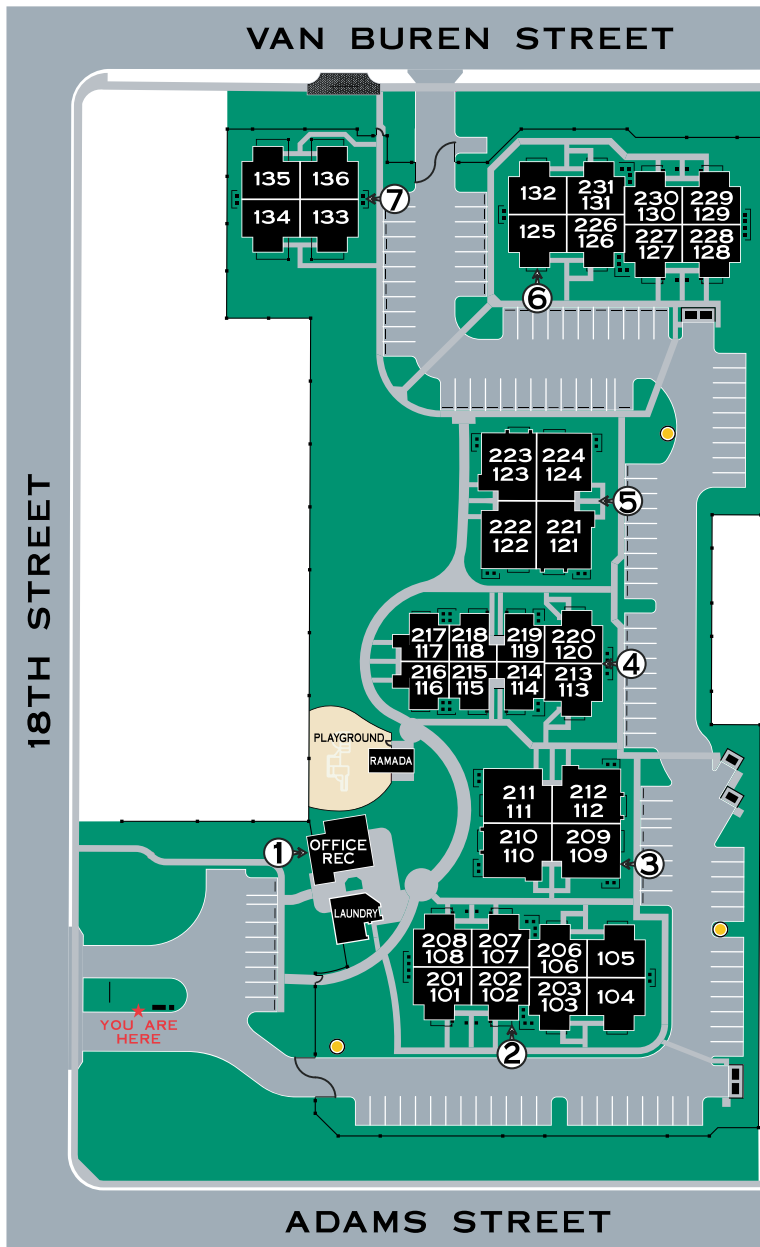
Click on thumbtack for Auto CAD File 

REQUIRES PERMIT

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

 **PHOENIX
 FIRE DEPARTMENT**
 INTERNALLY ILLUMINATED SITE
 DIRECTORY DETAIL
 L. HERTZ DETAIL 2.2 AUG. 2003

DIRECTORY



CASA NUEVA APARTMENTS

125 N. 18TH ST.
PHOENIX, AZ
85034

KEY:

● = FIRE HYDRANT



Requires Permit

Click on thumbtack for
Auto CAD File



PHOENIX
FIRE DEPARTMENT

ADDRESS
DIRECTORY

L. HERTZ DETAIL 2.4 Sept. 2008

The Villas at Camelback Crossing

5150 North 99th Avenue
Phoenix, AZ 85037





Click on thumbtack for
Corel DRAW File 

Requires Permit

FNAME:DP2_2.CDR
CALL FIRE PREVENTION-ACCESS OFFICER
FOR QUESTIONS OR ASSISTANCE
(602)256-3382 OR (602)262-6771



**PHOENIX
FIRE DEPARTMENT**

APARTMENT DIRECTORY

L. Hertz

DP 2.2

MAY. 2008

camelback square

1701 E. Colter Street



Requires Permit

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

Click on thumbtack for
 Auto CAD File



PHOENIX
 FIRE DEPARTMENT

APARTMENT MONUMENT

L. Hertz

DP 2.3

MAY 2008