



Rancho Cucamonga Fire Protection District

Fire Inspection Bureau Standard

Title: Commercial/Industrial Building Address Signage	
Standard # 5-8	Effective: 12/18/2002
Page 1 of 2	Revised: Dec. 2008

INTENT

The intent of this standard is to establish consistent guidelines for the installation of address signage and monuments for commercial and industrial buildings. It is the intent of this standard that the provisions are applicable to new and existing facilities as conditions and circumstances warrant.

Note: Street addresses and unit numbers are assigned by the Building Department in coordination with the US Postal Service and in accordance with this standard.

AUTHORITY

This standard is in accordance with RCFPD Ordinance FD 46 and the 2007 California Fire Code.

ADOPTED STANDARD

1. General Requirements

- a. Illuminated address signage is required on every commercial and industrial building. Additional illuminated or non-illuminated signage may be required as necessary to ensure emergency response personnel can quickly identify specific addresses.
- b. Address signage shall be automatically illuminated from dusk to dawn.
- c. Required signage may be internally or externally illuminated.
- d. Signage characters shall contrast with their background.
- e. Address and/or building designation signage shall be located on each structure near the top corner of the wall plane. Additional signage may be required for "U" shaped or other odd shaped structures or as required by the fire code official to ensure that buildings are readily identifiable by responders.
- f. Address signage shall be on the side of the building that faces the street to which the building is addressed.
- g. Building and/or unit identification signage shall include the building's designation (usually the building number or letter) and the range of the units within that building.
- h. Signage characters for the building's address or designation shall be:
 - i. A minimum of 8 inches in height.
 - ii. A minimum of 10 inches in height for buildings with a set-back of more than 50 feet but less than 100 feet from the curb face.
 - iii. A minimum of 12 inches in height for buildings with a set-back of more than 100 feet from the curb face.

- iv. When a building is set back more than 200 feet from the street on which it is addressed or where a building is obscured by other buildings in a multi-building complex, an illuminated monument address sign shall be provided. When possible, the need for a monument sign shall be determined during the Development Review process.
- i. In some cases it may be necessary to post the name of the street with the building address.
- j. Approved and installed landscaping shall take into consideration the location of address and unit signage such that the mature height and canopy/width of plants and trees will not obstruct the view of signage required and installed in accordance with this standard.
- k. The superintendent of a new development shall request a field survey by the fire code official prior to the final inspection. The fire code official shall review the proposed location and size of the building address signage. When a monument address sign is required, the superintendent shall also request a field survey by the Planning Department. When approved, the location of the building signage and the monument address sign shall be recorded on a site plan and maintained in the permanent file for the complex.

2. **Multi-Tenant Buildings**

- a. For multi-tenant buildings, individual suites of offices shall be provided with unit address signage at the main entry and all other personnel access doors with characters that are a minimum of 4 inches in height. First floor units shall be designated as “100” series suites or offices, second floor units shall be designated as “200” series, etc. The numbering of suites shall follow a logical sequence and shall be subject to approval by the fire code official.
- b. Exterior perimeter fire department access doors shall be identified and numbered in accordance with RCFPD Standard 5-5.

3. **Corridors and Breezeways**

- a. Buildings with interior/exterior corridors shall have signs posted at the landing of each stairwell and elevator indicating the range of units on that floor with arrows pointing to the direction to those units. Characters shall be a minimum of 4 inches in height.
- b. Buildings with breezeway type corridors shall have signs posted next to all the lower level stairwell landings indicating the range of units that are accessible by that particular stairway. Characters shall be a minimum of 4 inches in height.

4. **Monuments**

- a. A monument sign may be installed to identify the name of a commercial or industrial complex and the common street address or the range of street addresses for all of the buildings in the complex.
- b. Monuments shall be automatically illuminated from dusk to dawn.
- c. Monuments may be internally or externally illuminated.
- d. Monuments are limited to one per vehicular entrance.
- e. Monument signs shall be located 5 feet from the property line.
- f. Monument signage characters shall be a minimum of 8 inches in height.
- g. Monument signs shall be comply with all City of Rancho Cucamonga Planning, Zoning, and Engineering requirements.
- h. Monument signs shall be in accordance with City of Rancho Cucamonga Planning, Zoning, and Engineering requirements.