Addressing Requirement

- Site plan shall provide:
  - Address Directory location(s).
    - An approved address directory shall be provided at properties containing one of the following:
      - There is more than one principle building.
      - Buildings with unit identification numbers that are randomly numbered or sequenced.
      - When, in the opinion of the fire code official, emergency response may be delayed due to the physical layout of the complex.
  - Address number location(s).
    - Address must be displayed at each entrance.
    - Place address so it is visible from the street in both directions.
    - Each building shall display its specific alphabetical or numerical designation, which must be clearly visible from the fire apparatus access road.
    - Place address clear of landscaping.
    - Illuminate the address and unit numbers directly or indirectly so it is visible at night.
  - Building number location(s) (if applicable).
    - Place address so it is visible from the street in both directions.
  - Building spread plate location(s) (if applicable) with illumination.
    - A spread plate shows the spread numbers attached to a building that show the unit number of each dwelling unit on each floor of that residential building in a multi building residential complex.
    - When more than one dwelling or unit is accessed from an entrance, a spread plate is required.
    - Where a building is not visible from the fire apparatus access road, a directional sign indicating the location of the unit is required.
Civil Plans shall provide:

- Address signage must be reflected within the Civil Plan Sign Package submitted to the Public Works Department. If no Civil Plans are being submitted, this signage must be shown within Site Plan submitted to the Planning Department.

International Fire Code –

- 505.1 Address identification. New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 4 inches high with a minimum stroke width of 1/2 inch.

Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained.

- 505.2 Street or road signs. Streets and roads shall be identified with approved signs. Temporary signs shall be installed at each street intersection when construction of new roadways allows passage by vehicles. Signs shall be of an approved size, weather resistant and be maintained until replaced by permanent signs.

- Note: Please review the IFC Interpretations provided below for addressing what has been utilized during past project reviews.
  - Per the IFC, Sec. 408.11.2 Tenant identification. Each occupied tenant space provided with a secondary exit to the exterior or exit corridor shall be provided with tenant identification by business name and/or address. Letters and numbers shall be posted on the corridor side of the door, be plainly legible and shall contrast with their background. Exception: Tenant identification is not required for anchor stores.
  - A single commercial structure will be issued a single numerical address.
  - Where a single structure is divided into multiple tenants each tenant space will be identified with an alpha-numerical address. An example of each tenant space would be unit’s A, B, C, D, and etc.

Aurora City Code of Ordinance - All buildings or structures, except accessory buildings, shall display the proper building number in the manner provided in this article. It shall be the responsibility of the owner, occupant or any person obtaining a building permit to place such number in the manner provided in the Aurora City Code of Ordinance, Chapter 126 - Article VII - Numbering of Buildings. For convenience, the ordinance requirements are provided below.

ARTICLE VII. - NUMBERING OF BUILDINGS

- Sec. 126-271. - Required. All buildings or structures, except accessory buildings, shall display the proper building number in the manner provided in this article. It shall be the responsibility of the owner, occupant or any person obtaining a building permit to place such number in the manner provided in this article.

- Sec. 126-272. - Designation. The director of planning or duly designated representative only, shall designate the proper numbers for all houses, buildings or structures required to be numbered in the city.

- Sec. 126-273. - System.
(a) All numbering under this article will start north and south from the base street, "Ellsworth Avenue," and east from the base street, "Broadway." Numbering and naming will be in accordance with the metropolitan area street grid system.
(b) On each street running in an easterly and westerly direction, the even number shall be on the south side and the odd number on the north side.
(c) On each street running in a northerly or southerly direction, the even number shall be on the east side and the odd number on the west side.
(d) Numbers shall be systematically spaced within each block.
(e) Any nonresidential development which consists of multiple occupancy in a single building or a series of buildings, with each occupancy having external access, the following numbering requirements shall be met:
   (1) After entrances to individual occupants have been determined, the owner or his or her agent will assign the number closest to the door, omitting all other numbers.
   (2) When exact locations of entrances are known during planned building group review, each entrance shall be assigned a number by the planning department.

- **Sec. 126-274. - Record.** It shall be the duty of the director of planning or his or her duly designated representative to maintain in his or her office or department the official record of the proper numbers assigned to all houses, buildings or structures and to furnish such numbers to any person requesting the numbers.

- **Sec. 126-275. - Notice to place number.**
  (a) It shall be the duty of any owner/occupant of any premises, upon notice from the director of planning or his or her duly designated representative, to cause the official number to be placed on any building so owned or occupied.
  (b) Such numbering shall be accomplished in the manner required within 30 days after service of such notice.
  (c) It shall be unlawful for any owner/occupant to retain or use or to permit to be retained or used upon any building any number other than the number designated by the director of planning or his or her duly designated representative.

- **Sec. 126-276. - Renumbering and renaming.** When a street shall have been named or numbered or renamed or renumbered in pursuance of any other provisions, it shall be the duty of the director of planning or his or her duly designated representative thereafter to adjust and rename or renumber such street, as such may be required from time to time by action of the council.

- **Sec. 126-277. - Adjustments.** When there is a mistake or conflict in street names or building numbers or where some special arrangement varying from the general terms of this article is necessary, the director of planning or his or her duly designated representative shall direct and make the proper adjustment of such in harmony with the spirit and intention of this article.

- **Sec. 126-278. - Placement of numbers.**
  (a) Definition. As used in this section, the term "approved numbers" shall mean Arabic numerals, of uniform height, made of some durable material which are sharply contrasted to the color of the material on which they are placed and are of a size capable of being distinctly readable from the street, but in no case less than four inches in height.
  (b) Placing. Approved numbers shall be placed on each building or structure at such location thereon which is nearest to the street or road fronting the property, and in such a position as to be plainly visible and distinctly legible from the street or road. Approved numbers shall also be placed in such a position as to be plainly visible and distinctly readable from a fire lane at the rear of the building or structure when, for emergency purposes, access thereto is also from a fire lane. To the extent possible, approved numbers shall be located adjacent to light fixtures or other light source.
• **Sec. 126-281. - Temporary signs.** At all new construction sites, a temporary sign shall be erected on the property indicating the assigned address of the structure.

• **Sec. 126-282. - Numbering of internal units.**
  (a) The following system shall be followed for numbering of internal units of all multifamily residential buildings and all nonresidential buildings with units with only internal access:
    (1) The lowest level of units will be numbered beginning with the number 100, then unit 101, and continuing in increments of one number per unit.
    (2) The second level of units will be numbered beginning with the number 200, then unit 201, and continuing in increments of one number per unit.
    (3) All additional upper floors shall be similarly numbered.
  (b) The unit numbers shall be placed on the door of each unit or apartment or adjacent thereto, using a contrasting color from that of the door or the surrounding walls.
  
  **Note:** For multi-story buildings where the number of units exceeds 100, use sequential numbering for each floor in the following manner: 1st floor 1000 – 1999 2nd floor 2000 – 2999 3rd floor 3000 – 3999, etc.