



VENTURA COUNTY FIRE PROTECTION DISTRICT
FIRE PREVENTION BUREAU
165 DURLEY AVENUE
CAMARILLO, CALIFORNIA 93010
www.fire.countyofventura.org
(805) 389-9738

STANDARD 14.4.1

PREMISES IDENTIFICATION (Addressing & Directories)

The information contained in this standard is provided solely for the convenience of the reader and was being enforced by the Ventura County Fire Protection District at the time of its publication. The District reserves the right to make changes and improvements to this standard as and when required by law, or otherwise, at any time. (The District's current standards will be posted and made available for downloading by the public at the following web site: <http://fire.countyofventura.org>.)

Please note that the District assumes no liability for any damages incurred directly or indirectly as a result of any errors, omissions, or discrepancies between this standard and any applicable law. It is the sole responsibility of the person or persons conducting any work pursuant to this standard to ensure their work complies with any and all applicable codes, ordinances, and regulations.

CHAPTER 1 ADMINISTRATION

1.1 Scope. This standard provides the general requirements for property identification within the jurisdiction of Ventura County Fire Protection District (VCFPD). This standard shall be used in conjunction with the specific conditions contained in the current adopted edition of the Ventura County Fire Code (VCFC), the current adopted edition of the California Building Code (CBC), and any other applicable standards.

1.2 Purpose. This standard was developed to provide the requirements for the identification of properties/structures. The following requirements will ensure that appropriate measures have been taken to provide safety to the public and properties/structures as required by the VCFC.

1.3 Responsibility. All individuals and property owners shall be responsible for providing premises identification as required by the VCFC.

CHAPTER 2 DEFINITIONS

2.1 General. The following words and terms shall, for the purposes of this standard and permit requirements of the VCFC, have the meanings shown herein.

2.2 Ventura County Fire Code (VCFC). The current adopted VCFPD Ordinance consisting of the current adopted edition of the California Fire Code; portions of the current adopted edition of the International Fire Code; and the VCFPD amendments thereto.

CHAPTER 3 GENERAL REQUIREMENTS

3.1 General. Plans and specifications shall be submitted to VCFPD, Fire Prevention Bureau as indicated elsewhere in this document.

3.2 Addressing Submittal. Submittals shall be made directly to the Building and Safety or Public Works Department for the applicable jurisdiction. These agencies will forward the addressing request to the Fire District for review.

3.3 Addressing Approval. The Fire District will review the addressing submittal for approval. Final approval of addressing will be granted by the Building and Safety or Public Works Department for the applicable jurisdiction.

3.4 Approved Addresses. Approved numbers or addresses shall be provided for all new and existing buildings in such a position and style as to be plainly visible and legible from the street or road fronting the property. Additional locations on the building may be required.

3.5 Additional Locations. When required by the Fire District, additional numbers or addresses shall be provided on an elevated post or monument adjacent to roads or driveways leading to buildings.

3.6 Approved Colors. Numbers shall contrast with their background. No brass or gold colored numbers shall be permitted.

3.7 Installation Timing. Approved street or road signs and address numbers shall be installed prior to occupancy of any new building and prior to construction when required by the Fire District.

CHAPTER 4 RESIDENTIAL BUILDINGS

4.1 Approved Sizes. One and two family dwellings and mobile homes shall have address numbers installed to meet the following requirements (See Exhibit A):

- (1) The minimum height of the numbers shall be 4 inches.
- (2) The minimum width of each number shall be 2 inches.
- (3) The minimum stroke width of each number shall be 1/2 inches.

4.2 Increased Size. Where buildings are set back from the street, larger numbers may be required as determined by the Fire District. To calculate the required width and stroke width of each number, the following shall apply: width = 1/2 of the required height and stroke width = 1/10 of the required height. (See Exhibit A)

CHAPTER 5 MULTI-FAMILY RESIDENTIAL BUILDINGS

5.1 Approved Sizes. Apartments, townhouses and condominium buildings shall have address numbers installed to meet the following requirements (See Exhibit A):

- (1) The minimum height of the numbers shall be 10 inches
- (2) The minimum width of each number shall be 5 inches.
- (3) The minimum stroke width of each number shall be 1 inch.

5.2 Increased Size. Where buildings are set back from the street, larger numbers may be required as determined by the Fire District. To calculate the required width and stroke width of each number, the following shall apply: width = 1/2 of the required height and stroke width = 1/10 of the required height. (See Exhibit A)

5.3 Individual Units. Each individual unit shall have its address/unit number above or adjacent to the entrance door. Numbers shall meet the requirements of Sections 3.6 and 4.1 of this standard.

5.4 Multiple Buildings. Complexes with multiple buildings may be required to provide address range posted at driveway entrances, directories, premises maps and directional signs at locations

approved by the Fire District. When required, the requirements of Chapter 7 of this standard shall be met.

CHAPTER 6 COMMERCIAL AND INDUSTRIAL BUILDINGS

6.1 Approved Sizes. Commercial and industrial buildings shall have address numbers installed to meet the following requirements (See Exhibit A):

- (1) The minimum height of the numbers shall be 10 inches
- (2) The minimum width of each number shall be 5 inches.
- (3) The minimum stroke width of each number shall be 1 inch.

6.2 Increased Size. Where buildings are set back from the street, larger numbers may be required as determined by the Fire District. To calculate the required width and stroke width of each number, the following shall apply: width = 1/2 of the required height and stroke width = 1/10 of the required height. (See Exhibit A)

6.3 Suite Identification. Each suite shall have its suite numbers posted above or adjacent to the entrance door. Multi-unit buildings with rear doors shall also provide suite numbers above or adjacent to each rear door. If the suite door is normally closed, the suite numbers may be placed on the door. Suite numbers shall meet the requirements of Sections 3.6 and 4.1 of this standard.

6.4 Multiple Buildings. Complexes with multiple buildings may be required to provide directories, premises maps and directional signs at locations approved by the Fire District. When required, the requirements of Chapter 7 of this standard shall be met.

CHAPTER 7 DIRECTORIES

7.1 General. When directories are required by the Fire District, they shall meet the following requirements:

- (1) Provided at every entrance into the complex
- (2) Set back two (2) feet from the curb and face the driveway
- (3) Minimum size shall be 3-feet by 2-feet
- (4) Individual unit numbers shall be a minimum of 1/4-inch in height
- (5) Building numbers shall be a minimum of 3/8-inch in height
- (6) Lettering shall be a minimum of 1/2-inch in height
- (7) Illuminated either internally or externally

CHAPTER 8 PLANS SUBMITTAL

8.1 Plans and Specifications Submittal. Prior to printing and installation of any required directory, plans and specifications shall be submitted for review and approval.

8.2 Submittal Requirements. Submit a minimum of two sets of plans, Fire Prevention Bureau incoming transmittal form and the appropriate fees to the Ventura County Fire Prevention Bureau

located at 165 Durley Avenue, Camarillo CA 93010. Fire Prevention Counter hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

8.3 Fees. Appropriate fees can be found in the Ventura County Fire Protection District's Fee Schedule at <http://fire.countyofventura.org> or by calling the Fire Prevention Counter at (805)389-9738. Fees can be paid by check/money order, Visa or MasterCard. Plan Check fees include the original plan check and one re-check. Please ensure that all corrections are made prior to re-submittal to avoid additional fees. All fees shall be paid at the time of plan submittal.

8.4 Plans Approval. Plans will be checked and if approved, will be stamped "**Acceptable**", signed and dated. The Fire Department will retain one set.

8.5 Record Number. The Fire Department has instituted the use of a "**Record Number**" for tracking all projects submitted for review. To provide faster customer service, please refer to your Record Number when contacting this Department. Your Record Number will also be listed on the Fire Department approved plans.

8.6 Field Changes. Field changes may require re-submittal of plans along with additional plan check fees.

CHAPTER 9 PLAN SPECIFICATIONS

9.1 Size and Scale. Plans shall be drawn on a minimum of 24" x 36" paper and shall be drawn to an indicated scale not less than 1 inch = 10 feet.

9.2 Plans. The following items shall be included in all directory plan specifications:

- (1) All entrances to the property and access driveways
- (2) Location of all buildings on the property
- (3) Location and details of proposed directories, maps and directional signs
- (4) Approved building and unit address numbers

CHAPTER 10 INSPECTIONS

10.1 General. The inspection fee that is paid at the time of plan submittal will provide you with two inspections to complete the project. For projects that exceed this limit, inspection requests will not be accepted unless additional fees are paid prior to scheduling an inspection.

10.2 Responsibility. It is the responsibility of the installing contractor, or their designated representative, to be on the job site during the inspection with approved plans. Failure to do so will result in the cancellation of the inspection. Cancelled inspections will be counted as one inspection.

10.3 Inspection Requests. Inspections shall be requested Monday through Friday prior to 3:00 p.m., one business day prior to inspection.

10.4 Inspection Schedule. It is the intent of the Ventura County Fire Prevention Bureau to perform inspections one business day after the inspection has been requested. However due to training requirements, meetings, emergency services and other scheduled and non-scheduled events it cannot be guaranteed that all inspections will be conducted the next business day.

10.5 Schedule by Phone. Call (805) 389-9744 one business day prior to inspection for scheduling an inspection. The inspection request line is open Monday through Friday between 8:00 a.m. and 3:00 p.m.

10.6 Schedule by Fax. Inspections can be scheduled via fax at (805) 388-4356. Ventura County Fire Prevention Bureau form FP13.1.3, found at <http://fire.countyofventura.org>, must be used to request inspections. Faxed inspection requests must be received prior to 3:00 p.m.

10.7 Contact Information. Be sure to leave your phone number, when you schedule an inspection by phone or fax, where the inspector can call you back, after 7:30 a.m. the day of the inspection, to notify you of your inspection time.

10.8 Inspection Times. Inspection times are approximate and may vary because of delays at previous inspections or emergency response by Fire Department personnel. Please allow time on either side of the inspection time for the inspector to arrive.

EXHIBIT A

Example of Address Number Design

