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Building Identification and Addressing Guide

This guide outlines the minimum requirements that must be met for commercial and residential building identification. Utilizing information in this guide meets the applicable requirements found in the 2014 Oregon Fire Code (OFC) and the Gresham Revised Code and will assist emergency responders in locating premises in the event of an emergency. The 2014 OFC has been adopted by Gresham Fire & Emergency Services (GFES) as the authority having jurisdiction.

General Addressing Requirements:

New and existing buildings shall have approved address numbers, building letters and approved building identification placards in a position that is plainly legible and visible in daylight and darkness from the street fronting the property.

- Numbers shall contrast with their background
- Numbers shall be Arabic numbers or alphabetical letters
- Building addressing signage shall be permanently secured.
- Complexes with multiple buildings may be required to install a building layout placard. Layout placards must be posted in a conspicuous location at the entrance to the building(s).

Specific Addressing Requirements:

Individual addressing applications are required based on the unique layout and design of various property developments.

- Numbers on **commercial warehouse** buildings shall be a minimum 10" high with a minimum stroke width of 1 inch.
 1. If multiple addresses are included in the buildings contiguous footprint, then the address range of the building shall be installed (i.e. 20456 – 20486).
 2. Individual tenant spaces shall be addressed using minimum 6" high numbers.
- Numbers on the exterior of **all other commercial** buildings shall be minimum 6" high with a minimum stroke width of 0.5 inch
- Numbers, letters or suite identification (i.e. Suite A) **on the interior entrances** shall be a minimum 4" high with a minimum stroke width of 0.5 inches
- Numbers on **single family and duplex residential** buildings shall be minimum 4" high
- Numbers on **tri-plex through apartment** complexes, in addition to the addressing criteria for commercial buildings shall have individual building identification signage that includes building letters and unit numbers as follows:
 1. Buildings shall be identified alphabetically as A, B, C, etc. with a minimum 10" letter height.
 2. The building unit numbering shall be positioned directly under the building identification letter in minimum 6" high numbers.

3. Individual units shall be identified by numbers a minimum 4” high in a series beginning with 100 for the first floor, 200 for the second floor, 300 for the third floor, etc.
4. Numbers must be in numerical order so that there are no numbers or letters repeated
5. Letters and numbering shall be placed near the top of an exterior wall in a lighted location approved by GFES.
6. Additional building identification may be required by GFES depending upon the complex design and building layout.

Example of Tri-Plex – Apartment identification signage

A	B	C
301 – 309	310 – 319	320 – 329
201 – 209	210 – 219	220 – 229
101 – 109	110 – 119	120 – 129

- Numbers on **Condominium** complexes shall have individual building identification signage that includes building letters and unit numbers as follows:
 1. Buildings shall be identified alphabetically as A, B, C, etc. with a minimum 10” letter height.
 2. The building unit numbering shall be positioned directly under the building identification letter in minimum 6” high numbers.
 3. Individual units shall be identified by number a minimum 4” high
 4. Address number range shall match the building addressing.
 5. Letters and numbering shall be placed near the top of an exterior wall in a lighted location approved by GFES.
 7. Additional building identification may be required by GFES depending upon the complex design and building layout.

Example of condominium building signage

A	B	C
18300 – 18304	18325 – 18329	18340 - 18344
18305 – 18309	18320 – 18224	18335 – 18339
18310 – 18314	18315 – 18319	18330 – 18334