



EDINA BUILDING DEPARTMENT POLICY MANUAL		POLICY NUMBER P-004
SUBJECT Premises Identification		REVISION NUMBER 1 on 4/17/02
CODE REFERENCE 2000 IBC 501.2 2000 IRC R325	APPROVAL <i>Steve G. Hickman</i>	EFFECTIVE DATE 4/17/02
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Purpose: To enable those responding to calls to applicable premises to readily locate each premise without delay or confusion.

Scope: All new and altered buildings for which permits are required.

1.1. General requirements

- 1.1.1. Numbers or addresses shall be placed on all new buildings in such a position as to be plainly visible and legible from the street or road fronting the property. Said numbers shall contrast with their background. Content, size and location of numbers shall be approved by one of the following - Building Official, appointed Building Inspectors or Plan Reviewers, Fire Marshal, appointed Fire Inspectors.
- 1.1.2. Requirements are for new construction
- 1.1.3. Numbers shall not be in script.
- 1.1.4. Administrative authority may require additional numbers if deemed necessary.
- 1.1.5. Numbers shall not be obscured.
- 1.1.6. Address numbers shall be installed prior to final approval of the building permit by the Building Department.

1.2. Residential Requirements (2 or less dwelling units)

- 1.2.1. Minimum height of numbers shall be 4".
- 1.2.2. Minimum height above finished grade shall be 60".
- 1.2.3. If a structure is not visible from the street, additional numbers are required at the driveway entrance. Size and location must be approved.

1.3. Commercial Requirements

- 1.3.1. Minimum number height for premises identification shall be 12".
- 1.3.2. Minimum height above grade shall be 120".
- 1.3.3. Multi-tenant buildings with individual exterior tenant entrances.
 - 1.3.3.1. The range of address numbers within the building shall be provided on the building in accordance with sections 1.1, 1.3.1, and 1.3.2.
 - 1.3.3.2. Each tenant shall have a separate address number. Minimum height of numbers shall be 6".
 - 1.3.3.3. Address numbers shall be on each tenant main entrance and on all back doors.
- 1.3.4. Multi-tenant buildings with interior tenant entrances.
 - 1.3.4.1. Individual tenant shall not have individual address numbers. Tenant identification within each building is subject to approval in accordance with section
 - 1.3.4.2. Address numbers may be located on a directory entry sign, however, additional address numbers are required on the building in accordance with this policy.
- 1.3.5. Malls.
 - 1.3.5.1. Minimum four inch high tenant address numbers with a minimum 5/8" stroke will be required on the front and back of all tenant spaces at entrance/exit doors. The front numbers must be of contrasting color from the background, and as near as possible to the upper right corner of the tenant space. The number at the backs of tenant spaces must be white, located on the rear doors(s) and six feet above finished floor.