



Chanhassen Fire Department

FIRE PREVENTION BUREAU

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CHANHASSEN FIRE DEPARTMENT POLICY PREMISES IDENTIFICATION

General

Numbers or addresses shall be placed on all new and existing 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. Size and location of numbers shall be approved by one of the following – Fire Marshal, Fire Inspector, Building Official, Building Inspector.

Requirements are for new construction and existing buildings where no address numbers are posted.

Other Requirements - General

1. Numbers shall be a contrasting color from the background.
2. Numbers shall not be in script.
3. If a structure is not visible from the street, additional numbers are required at the driveway entrance. Size and location must be approved.
4. Numbers on mail box at driveway entrance may be a minimum of 4". However, requirement #3 must still be met.
5. Administrative authority may require additional numbers if deemed necessary.
6. Numbers are not to be installed on brick surface unless the brick is all one color, and if so, it must be a contrasting color.

Residential Requirements (2 or less dwelling unit)

1. Minimum height shall be 4 inches.
2. Building permits will not be finalized unless numbers are posted and approved by the Building Department.

Commercial Requirements

1. Minimum height shall be 12"
2. Numbers may be required in more than one location.
3. Multi-Tenant Buildings
 - a. Building address range, minimum height of 12 inches.
 - b. Address numbers required on all tenant doors. Minimum height of 6 inches.
3. If address numbers are located on a directory entry sign, additional numbers will be required on the building's main entrance.
4. If numbers are being installed on glass they must be white.
5. Numbers on overhead/ delivery doors will also be required.
6. On single address buildings, additional numbers will be required on service doors visible on the inside as well as the outside of the building. The main entrance shall be labeled A1 with numbers progressing clockwise around the building. There will also be a letter in front of the number. The letter A will be on the front of the building, the letter B on the left side, C on the back and D on the right side.

Other conditions:

1. Letters shall be minimum 6 inches in height, $\frac{3}{4}$ -inch stroke. If placed on glass the letters shall be white. If on the building, a contrasting color shall be used.
2. It is recommended to have a meeting with the Fire Marshal to review the numbering system.
3. The purpose of this numbering system so that in the event of a fire or other emergency, crews can be directed to the correct door to access the building.

Revisions 6/10/02
 3/22/05
 5/2/08
 2/15/10
 4/17/17