

Background

Readily identifying a building location or address is not only of great value to the unknowing or out-of-area traveler, but also vital for emergency responders to locate buildings for which an emergency could or may exist. For these reasons, the City of West Sacramento has adopted premises identification requirements pursuant and in addition to 2022 California Fire Code (CFC) 505 for address identification.

Purpose

Concurrent with CFC 505, new and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property.

General Requirements Common to all Building Configurations

- The City of West Sacramento Public Works Department is responsible for establishing all new addresses. For information regarding a new address, please contact Public Works at (916) 617-4850.
- Approved address numbers or addresses shall be placed on the front main entrance area of all new or existing buildings in such a position that is plainly visible and legible from the street or road on which the property is addressed.
- Address numbers shall be permanent and contrast with their background.
- Address numbers shall be illuminated at night on all new buildings. Signs shall be internally or externally illuminated with an automatically controlled light source. When the luminance on the face of a sign is from an external source, it shall have an intensity of not less than 5 foot-candles. Internally illuminated signs shall provide equivalent luminance.
- The minimum stroke for residential address numbering shall be ½-inch and the minimum stroke for commercial address numbering shall be a minimum of 1-inch.
- Numbers and/or addresses shall be sized per the sizing table listed below.
- Existing buildings will be retrofitted upon tenant improvement for each suite.

Distance from Road	Commercial Address No. Size	Residential Address No. Size*
<50 feet	12-inch	4-inch
50-100 feet	18-inch	5-inch
>100 feet	24-inch	6-inch

* If the residence is greater than 200 feet from the street, 4" numbers shall be placed on a 4"x4" post or mailbox located at the point of street access.

Multiple Tenant Buildings

Must conform with all applicable requirements previously listed and the following:

- Multiple tenant spaces serviced by rear vehicular access by any driveway, alleyway or parking lot shall have addresses placed prior to occupancy and shall be plainly visible and legible from the access point; and are subject to Fire Department approval.
- Multiple tenant spaces serviced by rear access through a corridor, exit court or exit yard shall have addresses displayed on the rear of the tenant space; and are subject to Fire Department approval.
- Multiple tenant spaces that front on interior walkways or pedestrian malls shall have approved numbers or addresses placed over their entrance. An illuminated annunciator or directory board shall be required at each building entrance where deemed necessary by the Fire Department.
- Tenant space unit numbers shall have a minimum height of 4 inches.
- The minimum stroke for tenant space numbering shall be ½-inch.
- Tenant spaces that are provided with additional exterior access doors shall be provided with unit numbers conforming to the above criteria.

Multi-Story Buildings

Must conform with all applicable requirements previously listed and the following:

- First floor units shall be numbered 100-199.
- Second floor units shall be numbered 200-299.
- Additional stories shall be numbered following the same number sequence
 - (i.e., third floor = 300-399, etc.).