EDINA BUILDING SAFETY POLICY/INFORMATION[1]			
Premises Identification subject		2007 MSFC, 505.1 & MSBC 501.2 & R321.1 code reference	
Fire Department department		Tom M. Schmit approval	
SP-013-F[2] policy number	5 on 1/1/2015 revision number	1/1/2015 effective date	1 of 1 page number

1. All Building Safety sheets adopted by Fire Department and Inspections Department.
2. Sheet numbers with B suffix developed by Inspections Dept. Sheet numbers with F suffix developed by Fire Dept.

Purpose: To enable those responding to calls to applicable premises to readily locate each premise without delay or confusion.

Scope: All new, altered and existing structures.

1.1. General Requirements
- 1.1.1. Numbers or addresses shall be placed on all structures 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 Chief.
- 1.1.2. Requirements are for new and existing structures.
- 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.
- 1.1.7. In addition to other applicable requirements herein, monument signs with address numbers or address monuments shall be provided when the building address numbers are not visible from the street.
  - 1.1.7.1. Residential address monuments shall have minimum 4" high address numbers a minimum of 48" above grade.
  - 1.1.7.2. Commercial address monuments shall have minimum 6" high address numbers a minimum of 48" above grade.

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 8".
- 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 and shall be a minimum of 12" high.
  - 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 tenants shall not have individual address numbers on the building exterior. Tenant identification within each building is subject to approval by the Building Official and Fire Chief.
  - 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 4" high tenant address numbers with a minimum 5/8" stroke will be required on the front and back of all tenant spaces at entrances and exits. 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 comply with Section 1.1, be located on the rear door(s) and be 72" above finished floor.