



Stafford County Fire and Rescue Department Office of the Fire Marshal

1225 Courthouse Road, PO BOX 339, Stafford, VA 22555
(540) 658-8648 · www.staffordfireandrescue.com/fm



Guidelines and Specifications For:

Address, Door Marking and Other Building Signs

Applicable Codes and Standards:

VSFPC - Virginia Statewide Fire Prevention Code (2018)

VCC – Virginia Construction Code (2018)

SCC – Stafford County Code

Building Address Identification	Code Section
New and existing buildings must be marked with approved address numbers or identification that is attached to the front of the building and visible from the street (marked with an approved street sign). Additional signage at the street may be required if the building address is not visible. New numbers should be at least 6” in height (existing permitted to remain at least 4”) and provided on a contrasting background.	VSFPC 505.1
Separate buildings or homes (including townhouses) shall be assigned an individual address number. Sheds or other unoccupied buildings are typically not assigned an address.	SCC 28-148
Buildings with multiple tenants/apartments sharing the same entrance shall also be assigned unit or suite numbers that indicated the floor level each unit is located on. Garden-style apartments or similarly separated buildings shall have an address assigned to each isolated entrance however no number assigned to the entire building.	SCC 28-148
Multiple tenant commercial buildings such as strip-shopping centers must have their unit or suite numbers posted on the front AND REAR doors. If multiple doors serve the same unit, each door should be marked with that same unit number.	SCC 12-23
Temporary building address numbers and street name signs are required to be posted and visible for all for buildings under construction.	VSFPC 505



Door Marking Requirements	Code Section
Doors, including roll-up style garage doors, that are approved to be blocked or rendered inoperable must be marked with “THIS DOOR BLOCKED” in 6” letters and on a contrasting background.	VSFPC 504.2 SCC 12-23
Exterior (and interior) doors to stairwells should be marked on the outside to identify the stairwell number or letter (for example: “Stairwell A”). Stairwells serving four or more stories should have INTERIOR stairwell signs provided on EACH floor landing to indicate the following items (minimum 18” sign with 1” letters or numbers on a contrasting background unless noted otherwise): <ol style="list-style-type: none"> 1) The stairwell number or letter such as “Stairwell A” (2” size letters recommended) 2) The floor level for the landing/door where the sign is located (large, 5” size numbers) 3) The floor level at the top and bottom of the stairwell 4) The floor level of exit discharge 5) The availability of roof access (“Roof Access” or “No Roof Access”). 	VSFPC 504.3 and 1022.9
Doors to any fire protection, electrical or mechanical equipment rooms shall be marked from the exterior. Fire protection equipment access signs (“SPRINKLER ROOM”, “FIRE PUMP ROOM”, “FIRE PUMP TEST VALVE”, etc.) should be marked with white letters on a red background.	VSFPC 509.1
Rooms (as well as containers or tanks) with hazardous materials are to be marked with the appropriate hazard diamond sign in accordance with NFPA 704.	VSFPC 407.3 and 5003.5



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Other Building Signs	Code Section
Where a fire department connection is provided, an approved FDC sign is required. See the "Stafford County FDC Sign" detail for requirements.	VSFPC 912.4
Multiple gas valves, electric meters, service disconnects or other utility shut-offs should be labeled to indicate the unit or address they serve.	VSFPC 509.1.1
Group A, B, E, H, I, M, R-1, R-2, R-4, high-rise and other special occupancy buildings should be provided with fire safety and evacuation plans that illustrate a floor plan showing the location of: "you are here", exits, stairs, elevators, fire hose connections, and fire extinguishers, etc. The signs should be permanently posted outside each stairwell and lobby on each floor.	VSFPC 404.1
Elevator lobbies should be provided with approved pictorial signs stating, " <i>IN CASE OF EMERGENCY, DON NOT USE ELEVATOR. USE EXIT STAIRS.</i> " The lobby should also include an evacuation plan map where provided.	VSFPC 607.2
Where elevators are sized to accommodate an ambulance stretcher (24"x84") an approved "star of life" sign should be posted on the hoistway door frame at each floor.	VCC 3002.4
Occupant load signs should be provided in the room or area of use. If multiple occupant loads are used (such as "tables and chairs", "chairs only", etc.), a seating plan for each layout style should be posted showing the typical arrangement, aisles, furnishings, etc.	VSFPC 403.2.1
Signs for fire extinguishers, fire department hose valves, exit signs, or other life safety equipment should be posted and maintained as directed by the Fire Official. Required exit signs are to always be illuminated and provided with secondary power.	VSFPC 509.1 VSFPC 1011.6
Approved "no smoking" signs are to be posted and maintained as directed by the Fire Official.	VSFPC 310.3
Exterior or interior access to shaftways are to be provided with approved signs. The word "SHAFTWAY" is to be marked in 6 inch red letters on a white background.	VSFPC 316.2
Vacant or abandoned buildings shall be secured and marked with 24" hazard placards. See the images below and the referenced code section for details and locations.	VSFPC 311.5
 <p style="margin-left: 20px;">This symbol (red square with one diagonal white line) shall mean that structural or interior hazards exist and interior fire-fighting or rescue operations should be conducted with extreme caution.</p>	
 <p style="margin-left: 20px;">This symbol (red square with a white "X") shall mean that structural or interior hazards exist to a degree that consideration should be given to limit firefighting to exterior operations only, with entry only occurring for known life hazards. These hazards could include an open roof, missing stairs, or holes in the floor.</p>	



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RECOMMENED Exterior Door Marking System for First Responders	Code Section
<p>The following guidelines are recommended for assigning door numbering and marking to assist first responder access during emergencies. These arrangements are not required but any such door marking system should be approved by the Fire Marshal's Office prior to installation to avoid conflicts or problems.</p>	<p>www.safeschools.info and the Stafford County Public Schools Safety and Security Standards</p>
<p>Doors are assigned a numerical number starting with the main entrance door and continuing around the building in a clockwise direction. Numbers are NOT assigned to doors that are only accessible from the exterior (such as mechanical or electrical rooms) which could have their own specific sign if needed.</p>	
<p>All exterior door numbering signs on a building should be consistent in design including size (16"x16" recommended). They should be provided on a contrasting and/or reflective background and located on or in very close proximity to the door yet visible from the street or travel path. Door marking signs should not be designed or posted where they would be similar to or create confusion with building address markings.</p>	
<p>In addition to the exterior door signs, corresponding interior door number signs (4"x4" recommended) should be provided at a visible interior location on or immediately adjacent to the door.</p>	
<p>Where multiple buildings without separate addresses are located on a site or complex, building names or lettering is recommended (For example: M-1, M-2, M-3, etc.).</p>	
<p>Other unique doors such as doors from courtyards or roof access points could be identified and approved as needed and on a case-by-case basis.</p>	
<p>The following photos are examples of the exterior door marking system:</p>	
