

FIRE MARSHAL'S OFFICE



San Mateo County Fire Department

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Standard Detail and Specification Manual

Section: Response	Title: Addressing / Street Signs
Effective: January 1, 2026	Revised: November 30, 2025
Number: CFS-05	Authorized By: Patrick Griffin, Fire Marshal

PURPOSE:

The intent of this standard is to establish standardized street signage and building numbering to avoid emergency response delays. A road name or number shall be posted to identify all new roads and any existing road, which requires the approval of the Fire Marshal for emergency access, due to new development or construction. The posting of any road name or street address, not authorized by the Fire Marshal is prohibited.

Addressing shall be in compliance with the following code requirements:

- 2025 San Mateo County Ordinance
- 2025 California Fire Code, Chapter 5, Section 505

STREET AND ROAD SIGNS.

Where required by the Fire Marshal, streets and roads shall be identified with approved signs. Street and road signs shall comply with San Mateo County Public Works Standards.

PREMISES IDENTIFICATION.

All buildings, new and existing, shall be identified by an address and shall use the following standards:

- Address numbers on commercial structures shall be either internally or externally illuminated and in such a position as to be plainly visible and legible from the street or road fronting the property.
- Addresses shall be assigned to reflect the road from which the primary driveway originates.
- In new subdivisions, address numbers shall be issued in sequential order and have even numbers on one side, and odd on the other.

- Remote addressing may be required at the driveway or roadway entrance, at intersections and road forks, and shall be visible from both directions of travel. Signage shall be reflective and contrast with their background equivalent to “Hy-Ko 911” Signage with minimum 3” Letters.
- Addresses numbers for cul-de-sacs shall be issued in sequential order, and have even numbers on one side, and odd numbers on the other. The numbering shall begin at the entrance.
- Multiple tenant buildings using the same street address numbers shall have suite or unit identification posted as required by the Fire Marshal.
- Where required by the Fire Marshal, approved 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 fire apparatus access road at the back of the property.
- Buildings containing separate suite and/or unit identification shall have the suite or unit identification clearly posted with assigned letters or numbers having a minimum height of four inches and a minimum stroke of 3/8 inch. Assigned letters or numbers shall be of contrasting color to the background and located between 5 feet and 6 feet off the finished floor. Directional address numbers or letters shall be provided.
- Addressing for looped roads shall be issued in sequential order, with even numbers on one side, and odd numbers on the other. The numbering shall begin at the entrance. A sign shall be posted in an approved location at the entrance, indicating the most direct route (right or left) to the given addresses.
- The size of building address numbers shall be as follows:
 - Minimum of one half-inch (1/2”) stroke by four inches high.
 - When the structure is **commercial**, or is located 36-50 feet from the street a minimum of one half-inch (1/2”) stroke by six (6”) inches high is required.
 - When the structure is more than 50 feet from the street or fire access, a minimum of one-inch stroke (1”) by nine (8”) inches high is required
 - When the structure is more than 100 feet from the street or fire access, a minimum of one-inch stroke (1”) by nine (10”) inches high is required
 - When the structure is more than 150 feet from the street or fire access, a minimum of one-inch stroke (1”) by nine (12”) inches high is required

RESIDENTIAL BUILDINGS

- Residential buildings shall have **internally illuminated** address numbers contrasting with the background, so as to be seen from the public way fronting the building. Residential address numbers shall be at least six feet above the finished surface of the driveway, and visible from the fire apparatus access road.
- ADU/JADU addressing shall be identified by same address number as primary residence followed by letter. For multiple units begin with letter "B" or as approved by the fire official.

MONUMENT SIGN:

If required by the Fire Marshal, a monument sign displaying the location of all buildings in the complex must be installed in a prominent location at the entrance to the complex.