

Scope and Purpose

This information handout is intended to inform and educate developers, business owners, property owners, and citizens of the codes and standards for posting addresses within the City of Everett.

Posting your address on your home or business is one of the easiest and most important things you can do to help emergency personnel responded quickly to any emergency that you may have.

Please consider the following scenario that the Everett Fire Department sometimes struggles with:

“A call was placed to 911 reporting that a man was undergoing cardiac-arrest. The Everett Fire Department was dispatched to the address. They desperately search for the address numbers on homes along the street and stopped at three homes that had no numbers. Fortunately, residents were home and they eventually got directed to the correct address.”

In this scenario the home was eventually located, but precious time was lost during the search. In life-threatening situations, every minute is critical, and for the families of a loved one under distress every second feels like an eternity.

Single-Family Homes

- The address shall be posted in a conspicuous place as necessary to easily locate the building and easily visible from the street or road fronting the property. Address numbers and/or letters shall be contrasting with the color of the building and shall not be obstructed from view at any time.
- Address numbers and/or letters on the front of single-family home shall be a minimum of four inches high.
- Where the building is not visible from the street or a single access road or private roadway serves more than one building, provision shall be made to clearly identify which driveway or roadway serves the appropriate address.

Multi-Family Homes

Primary Address

- The address shall be posted in a conspicuous place as necessary to easily locate the building and easily visible from the street or road fronting the property. Address numbers and/or letters shall be contrasting with the color of the building and shall not be obstructed from view at any time
- Address numbers and/or letters on the front of multi-family buildings shall be a minimum of six inches high and have a principal stroke width of a minimum of three-quarters inch (3/4”).
- When the address numbers are located on clear glazing such as doors, windows, or lights, the numbers shall be white or black to achieve contrast during all lighting conditions.

- When multi-family buildings are more than one hundred feet from the road or fire lane, the height of each address number shall be increased as specified in the table listed below.

Address Numbering Figure Size	
DISTANCE FROM ROAD OR FIRE LANE	MINIMUM SIZE
0-100 feet	6”H x 3”W
101-150 feet	8”H x 4”W
151-200 feet	10”H x 5”W
201 feet and up	12”H x 6”W

- Where the building is not visible from the street or a single access road or private roadway serves more than one building, provision shall be made to clearly identify which driveway or roadway serves the appropriate address.

Individual Dwelling/Living Units

- Interior and exterior access doors to individual dwelling / living units shall be clearly marked. Numbers and/or letters of such units shall be at least four inches high. When the address numbers are located on clear glazing such as doors, windows, or lights the numbers shall be white or black to achieve contrast during all lighting conditions.

Commercial Buildings

Primary Address

- The address shall be posted in a conspicuous place necessary to easily locate the building and easily visible from the street or road fronting the property. Address numbers and/or letters shall be contrasting with the color of the building and shall not be obstructed from view at any time.
- Address numbers and/or letters on the front of buildings shall be a minimum of six inches high and have a principal stroke of a minimum of three-quarters inch.
- When the address numbers are located on clear glazing such as doors, windows, or lights the numbers shall be white or black to achieve contrast during all lighting conditions.
- When commercial buildings are more than one hundred feet (100') from the road or fire lane, the height of each address number shall be increased as specified in the table listed below.

Address Numbering Figure Size	
DISTANCE FROM ROAD OR FIRE LANE	MINIMUM SIZE
0-100 feet	6”H x 3”W
101-150 feet	8”H x 4”W
151-200 feet	10”H x 5”W
201 feet and up	12”H x 6”W

- Address numbers at least four inches shall be prominently displayed on rear entrance or access doors.

Tenant Spaces

- Interior and exterior access doors to tenant spaces shall have their individual addresses clearly marked with a least four inch high numbers and/or letters. Rear entrances or access doors shall also have address numbers and /or letters prominently displayed at the minimum of four inches high.
- When the address numbers are located on clear glazing such as doors, windows, or lights the numbers shall be white or black to achieve contrast during all lighting conditions.