



Signs Policy
[revised 05/09/2023]

**This Policy is subject to revision – download the latest version and all Forms from www.cor.net/firepermits.
SIGNS THAT DO NOT COMPLY WITH THIS POLICY ARE NOT APPROVED.**

Policy may not include all requirements.

GENERAL

The Richardson Fire Department has adopted the following specifications for signs. Signs must comply with this Policy. The diagrams in this document are examples only. Where specific text is indicated by Code or Standards, that text must be used. Please contact the Richardson Fire Marshal’s Office if you have specific questions.

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SIGN CONSTRUCTION SPECIFICATIONS

1. Dimensions:
Unless specific dimensions are indicated, signs shall be as large as necessary to clearly contain all necessary information in the approved format.
2. Materials:
 - A. ALL Letters, graphics, and backgrounds shall be “engineer-grade” or “exterior-grade” materials;
 - B. Sign backing shall be .080 aluminum sheet with minimum .5” radius corners.
 EXCEPTIONS:
 Addresses;
 Fire Lane pavement markings.
3. Colors:
 - A. White letters on a “traffic-red” background [PREFERRED]; OR,
 - B. “Traffic-red” letters and graphics on a white background; OR,
 - C. As specifically indicated in this Policy and/or applicable Codes and standards.
4. Font:
 - A. Letters and numbers shall be *Calibri Bold Caps* or similar, unless otherwise specified;
 - B. Letters and numbers shall be the specified size, where indicated;
 - C. Text and line spacing shall be appropriate for the font size – consult a sign shop for guidance.
5. Reflectivity is NOT required.

FIRE PROTECTION AND UTILITY EQUIPMENT IDENTIFICATION AND ACCESS - GENERAL

509.1 Identification. Fire protection equipment shall be identified in an approved manner. Rooms containing controls for air-conditioning systems or fire protection systems shall be identified for the use of the fire department. Approved signs required to identify fire protection system equipment and equipment location shall be constructed of durable materials, permanently installed and readily visible.

509.1.1 Utility identification. Where required by the fire code official, gas shutoff valves, electric meters, service switches and other utility equipment shall be clearly and legibly marked to identify the unit or space that it serves. Identification shall be made in an approved manner, readily visible and shall be maintained.

509.1.2 Sign Requirements. Signs shall comply with local written policies as established by the fire code official.

FIRE DEPARTMENT CONNECTIONS (FDC)

1. A metal sign with min. 1" raised letters shall be mounted on all fire department connections, reading, "AUTOMATIC SPRINKLERS", "STANDPIPES" or "TEST CONNECTION" or a combination thereof as applicable;
2. A sign shall also indicate the pressure required at the inlets to deliver the greatest system demand.
EXCEPTION: Where the system demand pressure is less than 150 psi;



3. When required, F.D.C.s shall have signs reading "DO NOT BLOCK – BY ORDER OF FIRE MARSHAL" permanently installed over the F.D.C., MAXIMUM 6' AFF, facing the fire apparatus access road:



4. Wall-mounted F.D.C.s:
 - A. When required, wall-mounted F.D.C.s shall have a sign permanently installed over the F.D.C., MAXIMUM 6' AFF, identifying the street number of the building served by the F.D.C. Additional information may be necessary to identify the portion of the building served by the F.D.C., the type of system served by the F.D.C., and/or other necessary information;
 - B. Street name may also be required where the address number alone is not enough to clearly indicate the building served by the F.D.C.
5. Remote F.D.C.s:
 - A. Remote F.D.C.s shall have a sign permanently installed on the F.D.C. piping, facing the street or fire lane, identifying the street number of the building served by the F.D.C.;
 - B. Where a fire department connection services only a portion of a building, a sign shall be attached indicating the portions of the building served;
 - C. Additional signs may be necessary to identify the type of system served by the F.D.C., and/or other information;
 - D. Street name may also be required where the address number alone is not enough to clearly indicate the building served by the F.D.C.
6. The following examples identify approved specifications for F.D.C. signs:



Three Digit
Street Address Number
When Street Name is Clear



Four Digit
Street Address Number
When Street Name is Clear



Street Address Number
With Unit Range When System
Protects Part of Building



Street Address Number
with Description of Area Served
When System Protects Part of Building



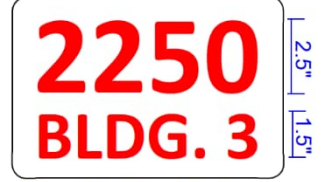
Street Address Number
With Unit Number When System
Protects One Space



Street Address Number
With Wet [or Dry] Auto-
matic [or Manual]
Standpipe(S)

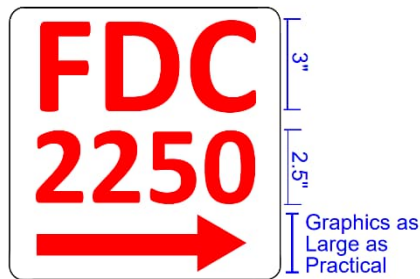


Street Address Number
When Street Name is Unclear



Street Address Number
with Building(s) Served

Additional signs and/or directional arrow may be required to clearly identify the FDC location:



FIRE PUMP TEST HEADER

Where a Fire Pump is installed, the following sign shall be placed above the pump test header:



FIRE SPRINKLER SYSTEM SIGNS

Fire sprinkler system signs shall comply with this Policy and the latest effective edition of NFPA 13:

8.6.1.4 Where antifreeze systems are remote from the system riser, a placard shall be mounted on the system riser that indicates the number and location of all remote antifreeze systems supplied by that riser.

8.6.1.5 A placard shall be placed on the antifreeze system main valve that indicates the manufacture type and brand of the antifreeze solution, the minimum use temperature of the antifreeze solution used, and the volume of the antifreeze solution used in the system.

16.9.3.5 Control Valve Identification. Identification signs shall be provided at each valve to indicate its function and what it controls.

16.9.11 Identification of Valves.

16.9.11.1 All control, drain, venting, and test connection valves shall be provided with permanently marked weather-proof metal or rigid plastic identification signs.

16.9.11.2 The identification sign shall be secured with corrosion-resistant wire, chain, or other approved means.

16.9.11.3 The control valve sign shall identify the portion of the building served.

16.9.11.3.1 Systems that have more than one control valve that must be closed to work on a system or space shall have a sign referring to existence and location of other valves.

16.10.5.3.7 Systems with low point drains shall have a sign at the dry pipe or preaction valve indicating the number of low point drains and the location of each individual drain.

23.4 Hydraulic Design Information Sign (Hydraulic Data Nameplate).

29.4.1 The installing contractor shall identify a hydraulically designed sprinkler system with a permanently marked weatherproof metal or rigid plastic sign secured with corrosion-resistant wire, chain, or other approved means. ["Permanently Marked" includes legibly stamped or engraved metal, or other pre-approved methods, but does NOT include markers or labels.]

29.4.2 Such signs shall be placed at every system riser, floor control assembly, alarm valve, dry pipe valve, preaction valve, or deluge valve supplying the corresponding hydraulically designed area unless the AHJ approves an alternate location.

29.4.3 The sign shall include the following information:

- (1) Location of the design area or areas*
- (2) Size (area) of or number of sprinklers in the design area*
- (3) Discharge densities over the design area or areas*
- (4) Required flow and residual pressure demand at the base of the riser or fire pump where applicable*
- (5) Occupancy classification or commodity classification and maximum permitted storage height and configuration*
- (6) Hose stream allowance included in addition to the sprinkler demand*
- (7) Name of the installing contractor*

29.6 General Information Sign.

29.6.1 The installing contractor shall provide a general information sign used to determine system design basis and information relevant to the inspection, testing, and maintenance requirements required by NFPA 25.

28.6.1.1 Such general information shall be provided with a permanently marked weatherproof metal or rigid plastic sign, secured with corrosion-resistant wire, chain, or other acceptable means. ["Permanently Marked" includes stamped or engraved metal, or other pre-approved methods, but does NOT include markers or labels.]

28.6.1.2 Such signs shall be placed at each system control riser, antifreeze loop, and auxiliary system control valve.

29.6.2 The sign shall include the following information:

- (1) Name and location of the facility protected
- (2) Occupancy classification
- (3) Commodity classification
- (4) Presence of high-piled and/or rack storage
- (5) Maximum height of storage planned
- (6) Aisle width planned
- (7) Encapsulation of pallet loads
- (8) Presence of solid shelving
- (9) Flow test data
- (10) Presence of flammable/combustible liquids
- (11) Presence of hazardous materials
- (12) Presence of other special storage
- (13) Location of venting valve
- (14) Location of auxiliary drains and low point drains on dry pipe and preaction systems
- (15) Original results of main drain flow test
- (16) Original results of dry pipe and double interlock preaction valve test
- (17) Name of installing contractor or designer
- (18) Indication of presence and location of antifreeze or other auxiliary systems
- (19) Where injection systems are installed to treat MIC or corrosion, the type of chemical, concentration of the chemical, and where information can be found as to the proper disposal of the chemical
- (20) Indication of presence of nitrogen where used to allow for increased C value in dry or preaction systems

29.6.3 Combination hydraulic design information and general information are permitted.

STANDPIPE HOSE VALVE CONNECTIONS

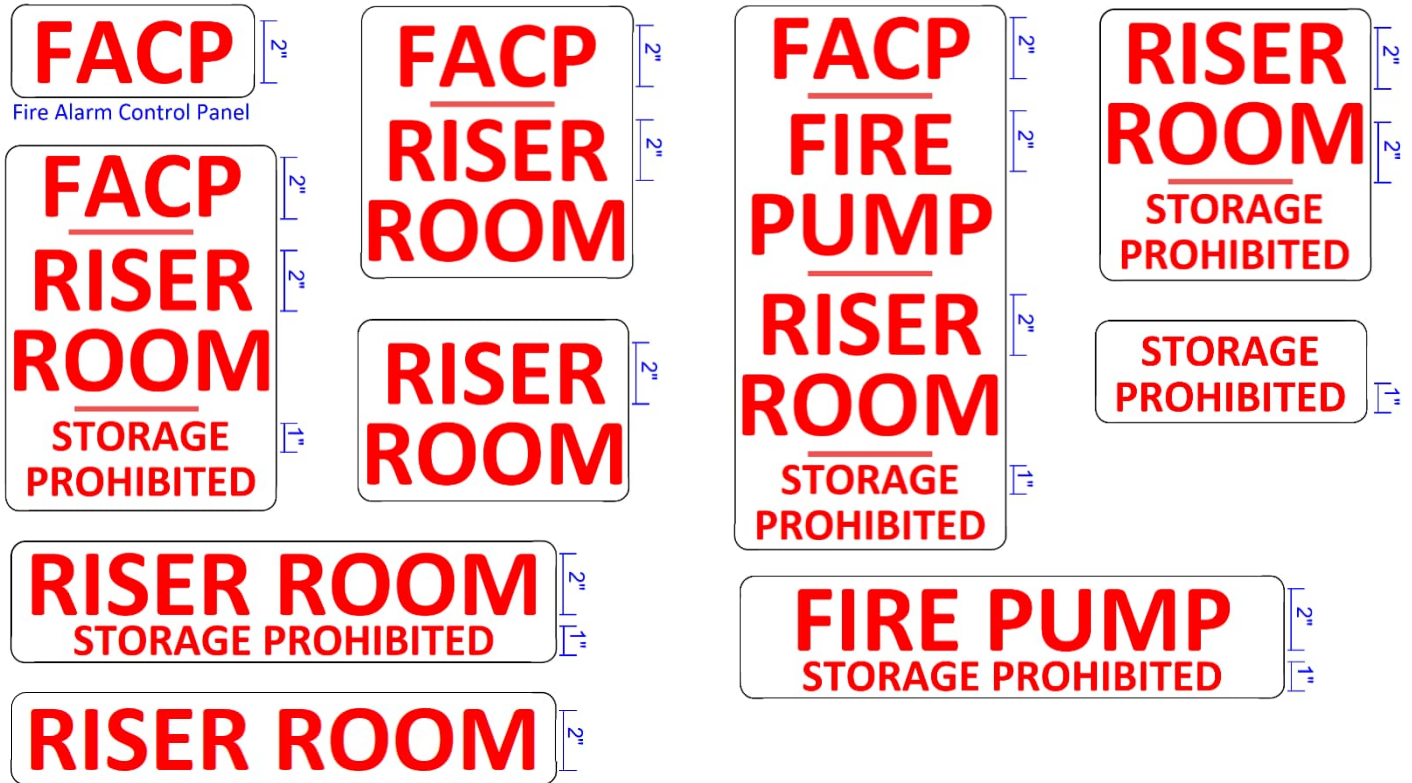
Ord. 4462 section 905.4.3 Identification and clearance. Standpipe hose valve connection locations shall be clearly identified in the following manner:

1. In parking garages, a blue reflective driveway marker shall be placed in the center of the driveway in line with the center of the standpipe connection.
2. When the connection is on a wall the pipe shall be painted red from floor to ceiling, or minimum 10-feet high, whichever is less.
3. The fire code official may require additional signs and/or markings to clearly identify standpipe locations.

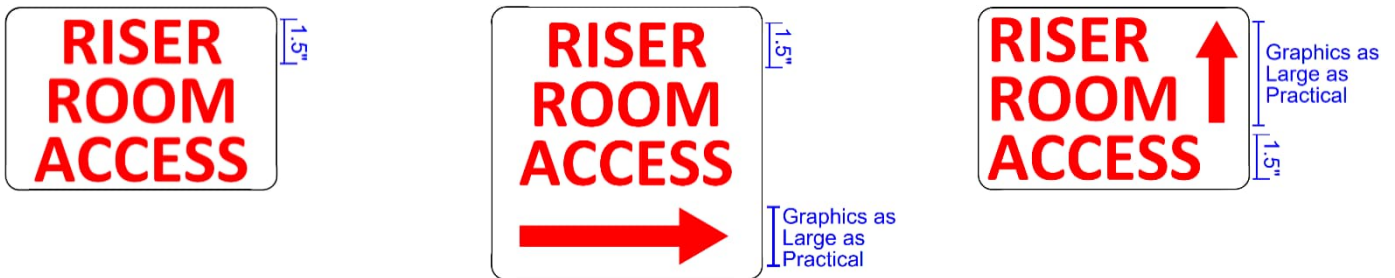
In garages and driveways, a minimum 36-inch wide, permanently marked, clear path shall be provided in front of standpipe hose connections and shall extend from the center of the connection to the aisle or driveway from which it can be accessed. Vehicle impact protection complying with Section 312 shall be provided where damage from a vehicle can occur.

ROOMS CONTAINING FIRE PROTECTION SYSTEMS

1. Signs shall be permanently posted identifying doors leading to rooms containing fire protection system controls:
 - A. Doors to rooms containing Fire Alarm Control Panels [FACP], Fire Sprinkler Risers, Fire Pumps, and combinations thereof, shall have signs posted identifying these systems as below:
 - B. Riser Room signs shall also indicate, "STORAGE PROHIBITED" [unless the riser shares a warehouse storage area or otherwise approved]:

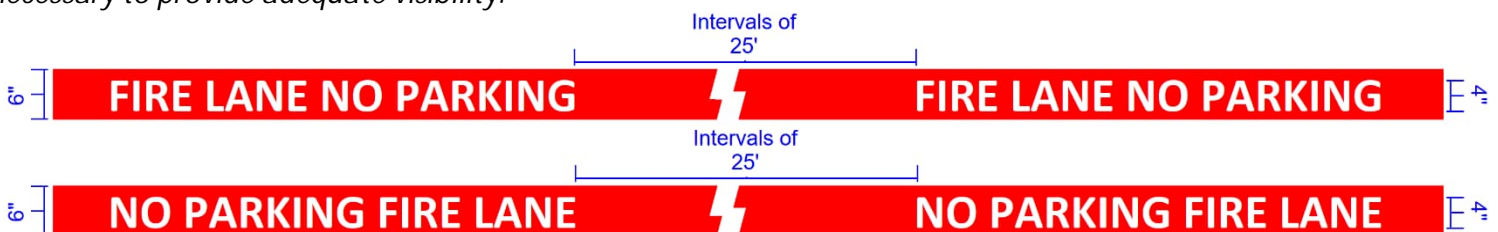


2. Signs shall be permanently posted identifying other doors that lead to Fire Sprinkler Riser Rooms when indicated by the Fire Marshal's Office. These Signs shall read, "RISER ROOM ACCESS":



FIRE LANES

Ord. 4462 section 503.3 Marking. Striping, signs, or other markings, when approved by the fire code official, shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. Striping, signs and other markings shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility.



(1) *Striping* - Fire apparatus access roads shall be continuously marked by painted lines of red traffic paint six inches (6") in width to show the boundaries of the lane. The words "NO PARKING FIRE LANE" or "FIRE LANE NO PARKING" shall appear in four inch (4") white letters at 25 feet intervals on the red border markings along both sides of the fire lanes. Where a curb is available, the striping shall be on the vertical face of the curb.

(2) *Signs* - Signs shall read "NO PARKING FIRE LANE" or "FIRE LANE NO PARKING" and shall be 12" wide and 18" high. Signs shall be painted on a white background with letters and borders in red, using not less than 2" lettering. Signs shall be permanently affixed to a stationary post and the bottom of the sign shall be six feet, six inches (6'6") above finished grade. Signs shall be spaced not more than fifty feet (50') apart along both sides of the fire lane. Signs may be installed on permanent buildings or walls or as approved by the Fire Chief.



FIRE DEPARTMENT ACCESS

Fire department access systems: Where access systems (i.e. Knox Box, key switches, etc.) are not conspicuous, or where directed by the Fire Marshal's Office, the following sign(s) shall be provided and located as approved:



Controlled Access Keypads: Signs shall be permanently installed on or adjacent to keypads, where conspicuous and unobstructed, indicating the format of the required code as in the examples below. Font may be black, white, or red letters on contrasting background.

EXCEPTION: Where the code is four digits without special characters, no sign is required.



BLOCKED DOORS

Non-functional exterior doors shall have a sign, THIS DOOR BLOCKED, in min. 6" letters, on a contrasting background, on the outside.



ROOF/ATTIC/COURTYARD ACCESS, ELECTRICAL/ELEVATOR EQUIPMENT, COMPRESSED GAS

The following sign(s) shall be permanently installed to identify doors and access to rooms and areas containing:

1. Roof access ladders and/or stairs, attic access points, compressed gas, electrical equipment rooms, and other equipment rooms or hazards:

ROOF ACCESS [↗] [↘]

ATTIC ACCESS [↗] [↘]

COMPRESSED GAS [↗] [↘]

**ROOF
ACCESS** [↗] [↘]

**ATTIC
ACCESS** [↗] [↘]

ELECTRICAL [↗] [↘]

2. ELEVATOR MACHINERY – NO STORAGE ALLOWED signs are required at entry doors to elevator machine rooms:

ELEVATOR MACHINERY [↗] [↘]
NO STORAGE ALLOWED [↗] [↘]

ELEVATOR MACHINERY - NO STORAGE ALLOWED [↗] [↘]

3. Courtyards – where specifically required by the fire code official.

FIRE DOORS

FIRE DOOR-DO NOT BLOCK or *FIRE DOOR-KEEP CLOSED* in min. 1" contrasting, durable letters shall be displayed at fire doors:

FIRE DOOR - DO NOT BLOCK [↔]

FIRE DOOR - KEEP CLOSED [↔]

KEY-LOCKING HARDWARE

Where key-operated locking devices are approved, a readily visible durable sign shall be posted inside on or adjacent to the door, stating, *THIS DOOR TO REMAIN UNLOCKED WHEN THIS SPACE IS OCCUPIED* or *THIS DOOR TO REMAIN UNLOCKED WHEN THE OUTDOOR AREA IS OCCUPIED* [as applicable] in letters 1-inch high on a contrasting background:

THIS DOOR TO REMAIN UNLOCKED WHEN THIS SPACE IS OCCUPIED [↔]

THIS DOOR TO REMAIN UNLOCKED WHEN THE OUTDOOR AREA IS OCCUPIED [↔]

OCCUPANT LOAD

Ord. 4462 section 1004.9 Posting of Occupant Load. Every room or space that is an assembly occupancy shall have the OCCUPANT LOAD posted in a conspicuous place, near the main exit or exit access doorway from the room or space. Posted signs shall be of an approved legible permanent design and shall be maintained.

THIS SIGN WILL BE ISSUED BY THE RICHARDSON FIRE MARSHAL UPON REQUEST

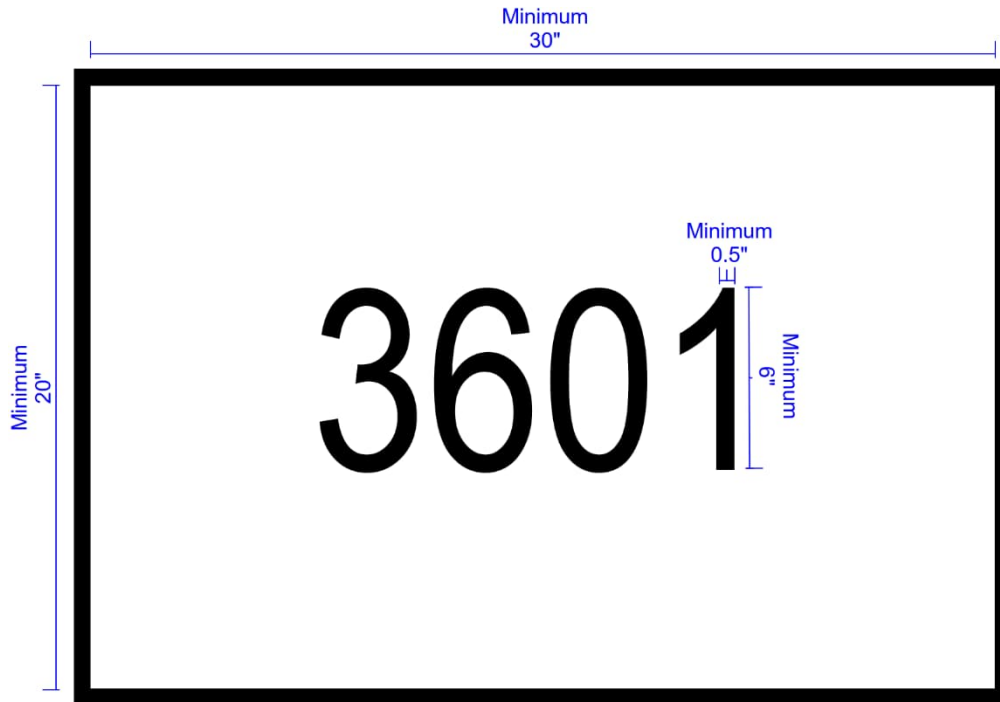
	
MAXIMUM OCCUPANT LOAD	
99 Persons	
Exceeding this number is not safe and prohibited. Violations may result in a citation. For the occupancy of	
1234 Main St, Suite 100, Richardson Texas	
02/10/2019	
DATE	

ADDRESS IDENTIFICATION

Building address numbers shall be plainly visible and legible at the front of each building and where otherwise required by the Fire Marshal's Office and shall comply with the following:

Ord. 4462 section 505.1 Address Identification. New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 6 inches (152.4 mm) high with a minimum stroke width of 1/2 inch (12.7 mm). Where required by the fire code official, address numbers shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road, buildings do not immediately front a street, and/or the building cannot be viewed from the public way, a monument, pole or other sign with approved 6 inch (152.4 mm) height building numerals or addresses and 4 inch (101.6 mm) height suite/apartment numerals of a color contrasting with the background of the building or other approved means shall be used to identify the structure. Numerals or addresses shall be posted on a minimum 20 inch (508 mm) by 30 inch (762 mm) background on border. Address identification shall be maintained.

Exception: R-3 Single Family occupancies shall have approved numerals of a minimum 3 ½ inches (88.9 mm) in height and a color contrasting with the background clearly visible and legible from the street fronting the property and rear alleyway where such alleyway exists.



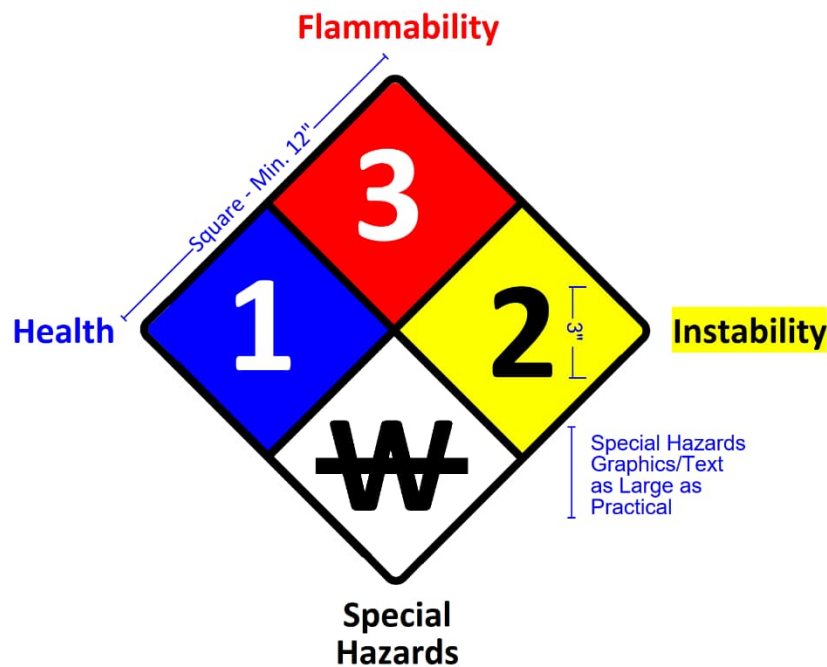
Exterior suite numbers shall be minimum 3" tall, on a contrasting background, and shall be located at every door [or pair of doors] that leads into each suite:



Interior door [e.g. office buildings] suite numbers shall match the building's sign package, shall be legible, on a contrasting background, and shall be located at every door [or pair of doors] that leads into each suite.

Industrial, commercial, and institutional facilities that manufacture, process, use, or store hazardous materials in quantities requiring a Permit shall have signs complying with NFPA 704 posted where approved by the Fire Marshal:

1. Signs shall be posted, as a minimum, at the following locations:
 - A. Two exterior walls or enclosures containing a means of access to a building or facility;
 - B. Each access to a room or area where hazardous materials are stored, dispensed, used, or handled;
 - C. Each principal means of access to an exterior storage area;
 - D. On stationary containers and aboveground tanks;
 - E. At other locations when required by the Fire Marshal's Office.
2. Note: Hazard rating numbers indicated in placard below are examples only! See the latest published edition of NFPA 704 [www.nfpa.org/704] for guidance:



3. Numbers and letters shall be arranged by color as shown above and be constructed of an engineer grade reflective vinyl;
4. The materials on site will dictate the numbers in each category. In the event of multiple hazardous materials, the numbers shall reflect the highest hazard of each category.
5. Signs shall be minimum 12" x 12";
6. Numbering shall be a minimum of 3.5" high with an 11/16" stroke width. Lettering for the Special Hazard Box shall be as follows:
 - One Line: 1-3/4" high with 9/16" stroke width;
 - Two Lines: 1-3/8" high with 7/16" stroke width;
 - Three Lines: 1-1/4" high with 3/8" stroke width.

FLAMMABLE LIQUIDS

Where flammable liquids are stored in quantities requiring a Permit, the following signs shall be permanently installed and conspicuous from all directions of approach, or as specifically approved by the Fire Marshal's Office:

1. Above ground tanks more than 100 gallons in capacity shall have the following signs posted:
 - A. Hazard identification signs complying with the preceding section "Hazardous Materials Identification [www.nfpa.org/704]"; and,
 - B. Label identifying the contents, e.g. "Diesel Fuel", "Gasoline", etc.:



DIESEL FUEL



DIESEL FUEL

2. Each tank shall bear a permanent nameplate or marking indicating the standard used as the basis of design;
3. "Danger – Flammable Liquids" signs shall be posted:



DANGER - FLAMMABLE LIQUIDS



**DANGER
FLAMMABLE
LIQUIDS**

4. "No Smoking – No Open Flame" signs shall be posted in flammable liquid storage areas prohibiting open flames and smoking. Signs shall comply with Section 5703.5:



NO SMOKING - NO OPEN FLAME



**NO SMOKING
NO OPEN FLAME**