

Required Building Signage Checklist

Below is a checklist for the general signage in new buildings as required by the 2009 editions of the International Building Code (IBC) and International Fire Code (IFC). The checklist includes the type of sign required, a description of what the sign should say, details about locations of the sign, and the code sections that pertain to each sign. This is just a guide, not all signage will be applicable on all projects. Additional signage may be required that is not list below. If you need assistance determining if the signage is required, please contact your fire inspector.

<input type="checkbox"/>	ACCESSIBILITY DIRECTIONS	Directional signage indicating route to nearest accessible element. These directional signs are also to include the International Symbol of Accessibility. To be provided at the following locations: •Inaccessible building entrances •Inaccessible public toilets and bathing facilities •Elevators not serving an accessible route •Exits serving required accessible spaces that do not have approved accessible means of egress	IBC 1110.2
<input type="checkbox"/>	AREAS OF REFUGE	"AREA OF REFUGE" Each door providing access to an area of refuge from the adjacent floor is to be identified by a sign. Where exit sign illumination is required the sign is to be illuminated.	IBC 1007.9
<input type="checkbox"/>	DELAYED EMERGENCY EXIT DOORS	"PUSH UNTIL ALARM SOUNDS. DOOR CAN BE OPENED IN __ SECONDS" Approved delayed egress locks are permitted to be installed in buildings equipped with approved fire protection systems.	IBC 1008.1.9
<input type="checkbox"/>	ELECTRICAL CONTROL	Doors into electrical control panel rooms shall be marked with a plainly visible and legible sign stating ELECTRICAL ROOM or similar approved wording. The disconnecting means for each service, feeder or branch circuit originating on a switchboard or panelboard shall be legibly and durably marked to indicate its purpose.	IFC 605.3.1
<input type="checkbox"/>	ELEVATOR EMERGENCY SIGNS	"IN FIRE EMERGENCY, DO NOT USE ELEVATOR. USE STAIRS" Standardized design of approved picture and text is to be posted next to every elevator call station.	IBC 3002.3
<input type="checkbox"/>	EXITS	Exits are to be marked by an approved exit sign visible from any direction of egress travel. Intervening means of egress doors within exits shall be marked by exit signs. Exit sign placement shall be such that no point in an exit access corridor or exit passageway is more than 100 feet from the nearest visible exit sign.	IBC 1011.1
<input type="checkbox"/>	FIRE DEPARTMENT CONNECTIONS	"AUTOMATIC SPRINKLERS" or "STANDPIPES" or "TEST CONNECTION A metal sign with raised letters is to be mounted on all building fire department connections	IFC 912.4
<input type="checkbox"/>	FIRE DOORS	"FIRE DOOR-DO NOT BLOCK" or "FIRE DOOR-KEEP CLOSED" Sign is to be permanently displayed on or near each fire door in letters not less than 1 inch high.	IFC 703.2.1
<input type="checkbox"/>	FIRE HOSE CABINETS	Fire cabinet equipment identified by approved signage. Sign is to be permanently attached with letters not less than 2 inches high in a color that contrasts with the background color.	IBC 905.7.1



<input type="checkbox"/>	FIRE PROTECTION EQUIPMENT SIGNS	Fire protection equipment shall be identified in an approved manner. Rooms containing controls for air-conditioning systems, sprinkler risers and valves, or other fire detection, suppression or control elements shall be identified for the use of the fire department. Approved signs required to identify fire protection equipment and equipment location shall be constructed of durable materials, permanently installed and readily visible.	IFC 509.1
<input type="checkbox"/>	FLOOR IDENTIFICATION	Floor level, story of exit discharge, roof access from exit enclosure. Signs are to be provided on each floor landing where exit enclosures connect more than 3 floors. The sign is to be located 5 feet above the floor landing.	IBC 1022.8
<input type="checkbox"/>	HAZARD IDENTIFICATION	Hazard identification, numbered and color-coded "fire diamond" Identifies the risk of hazardous materials, as specified in NFPA 704.	IFC 2397.5
<input type="checkbox"/>	KEY LOCKS ON EGRESS SIDE OF DOORS	"THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED" Sign is to be posted on the egress side on or adjacent to the door and have letters at least 1 inch.	IBC 1008.1.9
<input type="checkbox"/>	NO SMOKING	"NO SMOKING" Signs are to be posted in conspicuous locations in each location in which smoking is prohibited.	IFC 310.3
<input type="checkbox"/>	OCCUPANT LOAD	Every room or space that is an assembly occupancy shall have the occupant load of the room or space 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 design.	IBC 1004.3
<input type="checkbox"/>	PREMISES IDENTIFICATION	Buildings shall have address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property and from all rear alleyways / access. Where required by the fire code official, address numbers shall be provided in additional approved locations to facilitate emergency response. These numbers shall contrast with their background; color selection shall accommodate all lighting conditions. Address numbers shall be Arabic numbers or alphabetical letters. Street address numbers shall be a minimum of 12 inches high with a minimum stroke width of 0.5 inch. Unit/suite/rear/alley numbers shall be a minimum of 4 inches high. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure.	IFC 505.1
<input type="checkbox"/>	RATED BARRIERS	"FIRE AND/OR SMOKE BARRIER PROTECT ALL OPENINGS" Any wall required to have protected openings or penetrations is to be permanently identified with signs.	IBC 703.6
<input type="checkbox"/>	TWO-WAY COMM. SYSTEM	Directions for summoning assistance and written identification of the location to be posted next to any two-way communication systems.	IBC 1007.8.2

