



Fire and Life Safety Signage Requirements

The following document details the required fire and life safety signage within the territorial limits of the Town of Highland Park. These requirements are consistent with the Highland Park's fire code, local ordinances, the International Fire Code (IFC), and regional amendments. These requirements shall be complied with and maintained by all contractors and businesses operating within the territorial limits of the Town of Highland Park.

Adherence to the following requirements supports the safety and protection of the Town of Highland Park, its citizens, first responders, and the public. Please email all inquiries to the Highland Park Fire Prevention Office at fireprotectionsystems@hpdps.org.

General Storage

Ceiling clearances - Storage shall be maintained two feet (2') or more below the ceiling in non-sprinklered areas of buildings or not less than eighteen inches (18") below sprinkler head deflectors in sprinklered areas of buildings. This includes but is not limited to storage rooms, closets, commercial kitchen areas, and/or pantry.

The fire code official is authorized to require the marking of any storage area known to be a common area for over stacking. Markings shall be painted with a three-inch (3") red stripe and two inch (2") white lettering stating, "DO NOT STACK ABOVE THIS LINE."

DO NOT STACK ABOVE THIS LINE

Hazards to Firefighters

Exterior access to shaftways - Outside openings that can be reached by the fire department and that open directly on a hoistway or shaftway communicating between two or more floors in a building shall be plainly marked with the word "SHAFTWAY" in red letters not less than six inches (6") high on a white background. Such warning signs shall be placed so as to be readily discernible from the outside of the building.

Interior access to shaftways - Door or window openings to a hoistway or shaftway from the interior of the building shall be plainly marked with the word "SHAFTWAY" in red letters not less than six inches (6") high on a white background. Such warning signs shall be placed so as to be readily discernible.

SHAFTWAY



Fire Apparatus Access Roads

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.

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 twenty-five feet (25') 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.



Signs - Signs shall read "NO PARKING FIRE LANE" or "FIRE LANE NO PARKING" and shall be twelve inches (12") wide and eighteen inches (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 code official.





Premises Identification

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 six inches (6") high with a minimum stroke width of a half inch (1/2 inch). Where the building cannot be viewed from the public way, a monument, pole or other sign with approved six-inch (6") height building numerals or addresses and four-inch (4") height suite/apartment numerals of color contrasting with the background of the building or other approved means shall be used. Numerals or addresses shall be posted on a minimum twenty-inch (20") by thirty-inch (30") background on border. Address identification shall be maintained.

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Fire Protection and Utility Equipment Identification

Sign Requirements - Unless more stringent requirements apply, lettering for signs required by this section shall have a minimum height of two inches (2") when located inside a building and four inches (4) inches when located outside, or as approved by the fire code official. The letters shall be of a color that contrasts with the background or as approved by the fire code official. All outdoor signage shall be secured by mechanical means, adhesives tapes and/or glues are prohibited.

Sign Specifications – All signs required by this section shall meet the following specifications unless otherwise noted:

1. Signs shall be a minimum size of twelve inches (12") by twelve inches (12").
2. Signs shall be constructed to a minimum 0.080-inch aluminum sheet with a minimum 0.75-inch radius corners.
3. Sign font styles shall be Arial, with all letters capitalized and minimum of three-inch (3") height lettering and half inch (1/2") width.
4. The sign face shall be traffic red.
5. Lettering and/or graphics shall be white and reflective.
6. All signs shall be secured by mechanical means. Adhesive tapes and/or glue is prohibited.



Fire Protection and Utility Equipment Identification

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.



Fire Department Connection (FDC) - All buildings provided with an approved automatic fire sprinkler system or standpipe requiring a Fire Department Connection (FDC), shall indicate the location of the FDC with appropriate signage. The letters FDC shall be a minimum of four inches (4”) tall and white reflective. All signs shall be a minimum of twelve inches (12”) by twelve inches (12”). Buildings and occupancies in which multiple FDCs are located within the same subdivision shall also indicate numerical address, suite numbers served, or other description as approved by the Fire Code Official. When multiple FDCs are provided at a common location to serve different types of fire protection systems, the sign shall further indicate the type of fire protection system served. Where the FDC does not serve the entire building, a sign shall be provided indicating the portions of the building served.



Wall Mounted FDC – Wall mounted FDC’s shall have a sign mounted seven feet (7’) above grade affixed directly over the FDC. The sign face shall be red with a minimum of four inch (4”) tall white and reflective lettering. If the FDC is located such that it may be difficult to readily locate, the inclusion of a directional arrow or additional signage may be required.

Remote FDC – Remote FDC’s require the same signage and shall be permanently mounted to a signpost extending a minimum of seven feet (7’) above grade. In addition, the numerical address shall be included as noted in the previous section on FDC signage. In some instances, a remote audio/visual alarm device may be required to be mounted at the top of the signpost.



Fire Protection and Utility Equipment Identification

FDC Protection - All FDC's shall have an eight-inch (8") by twelve-inch (12") sign with two-inch (2") lettering that reads "DO NOT BLOCK – BY ORDER OF FIRE MARSHAL" placed directly over the FDC.



Fire Protection Equipment Rooms – Rooms containing fire sprinkler riser assemblies and control equipment shall be identified with a minimum of a red twelve-inch (12") by twelve-inch (12") sign with white reflective lettering that reads "RISER ROOM STORAGE PROHIBITED". If the fire alarm system control panel and/or other fire protection equipment is located within the same room, the sign shall include lettering identifying all equipment located therein.



Roof Access - Buildings and structures where roof access is not provided from the exterior, shall provide signage on the door or room containing the access point. The signage shall measure eight-inch (8") by eight-inch (8"), with a red face and two (2") white lettering that reads "ROOF ACCESS".





Fire Protection and Utility Equipment Identification

Fire Department Access - In the event any fire department access systems (i.e. Knox box, key switches, etc.) is in an area that is not obvious, confusing, not readily identifiable, or where required by the fire code official, the following sign shall be provided. The signage shall measure eight-inch (8”) by eight-inch (8”), with a red face and two (2”) white lettering that reads “F.D. ACCESS”.



Fire Alarm Control Panel - When the main fire alarm control panel is not located within the riser room, fire command room, or at the main entrance, the following sign shall be provided. The signage shall measure eight-inch (8”) by eight-inch (8”), with a red face and two (2”) white lettering that reads “FIRE ALARM PANEL ROOM _____”.



Mechanical Room & Elevator Room - When an interior mechanical room is provided, an eight inch (8”) by eight inch (8”) red sign with two inch (2”) white lettering shall be provided to read “MECHANICAL ROOM” and/or “ELEVATOR ROOM”.





Hazardous Materials

Hazardous Materials – When compressed gases or other hazardous materials are stored, a NFPA 704 sign shall be installed. Please consult with the Highland Park Fire Prevention Office regarding the exact numbers and special characters required to be on these signs prior to manufacturing and installation. The sign shall meet the following specifications:

1. The sign shall be constructed out of .080 aluminum construction with rounded corners.
2. The sign face shall have a white diamond grade reflective background.
3. Numbers and letters shall be arranged by color as shown above and be constructed of an engineer grade reflective vinyl.
4. Numbering shall be a minimum of 3.5” high with an 11/16” stroke width. Lettering, if required, shall be sized accordingly.
5. **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.

