



SECONDARY ADDRESSING GUIDE

(SUITE/UNIT NUMBERING)

Secondary addressing is the responsibility of the development team preparing plans for permit. In order to preserve life safety, the guidelines on this handout should be followed when developing a secondary addressing plan. If it is desired to have PPRBD Enumerations Dept assign addressing to the area, a fee will apply. If the area needs to be readdressed due to changes, a readdressing fee will also apply. PPRBD reserves the right to reassign secondary addresses if there are life safety issues.

RESIDENTIAL (Single Family Dwelling)

Principal structure will be assigned the main address and, if there is a second home on the property, that home will receive (B) for behind. A new address might be assigned on a case-by-case basis.

RESIDENTIAL (Duplexes, Townhomes, Apartments and Condominiums)

Numbering

- Numbering should be sequential starting from the elevator/entry (main entry if no elevator) and work in one direction (in the same direction as street addresses increase).
- Odd numbers should be on one side of the hallway and even numbers on the other side of the hallway.

Units

- Unit numbering should be assigned beginning at the lowest level.
- Basement (considered below grade) should be assigned in the following manner: 1, 2, 3, etc.
- 1st floor: 101, 102, 103, etc.
- 2nd floor: 201, 202, 203, etc.
- Numbering should increase by 1 digit between units.
- Lettering should not be combined with numbering. (Example: A-101 or 101-A).
- Where possible, unit numbers in multi-story buildings should be arranged by stacking the numbering from floor to floor, in such a way that the unit has the same suffix number. Example: 1st floor unit is 101, 2nd floor unit above should be unit 201, and the 3rd floor should be unit 301, etc.
- Mechanical, storage rooms and non-habitable spaces should not receive a unit number.

COMMERCIAL

Exemptions: Hospitals, Assisted Living (no independent care included), Hotels, Motels, Inns and Shopping Malls. Room numbering and tenant spaces are reviewed by that jurisdiction's Fire Department. **Provide a copy of the secondary addressing to Enumerations.**

Meet all requirements above for Residential Duplexes, Townhomes, Apartments and Condominiums except with the following modified Suite Numbering:

- Basement (considered below grade) should be assigned in the following manner: 10, 20, 30.
- 1st floor: 100, 110, 120, etc.
- 2nd floor: 200, 210, 220, etc.
- Numbering should increase by 10 digits between suites.