



# LFD STANDARD OPERATING PROCEDURE

## 901 ADDRESS SIGNS FOR FIRE ACCESS ROADS

Effective: 9 December 2019

### INTENT

To establish uniform requirements for address signs and regulatory placards in accordance with International Fire Code Chapter 5.

### REQUIREMENTS

Identification of Fire Department access roads (FAR) by address and posting of informational placards for structures greater than 150 feet from a public right-of-way is accomplished as follows:

- ♦ **Color:**  
White background with green letters and numerals.
- ♦ **Size:**
  - Letters or numbers shall be at least 3 inches high with 3/8-inch-wide strokes.
  - Signs or placards shall be at least 12 inches high and 20 inches wide, but no more than 20 inches high and 28 inches wide.
- ♦ **Content:**  
Signs and placards are restricted to read only the authorized information intended for their purpose; see Example A, B and C. All other signs are subject to City Code Chapter 30 and Sections 31-86 through 31-92.
- ♦ **Visibility:**
  - Address shall be spelled out in full; see Example A.
  - Address sign (Example A) shall be double sided and placed perpendicular to the road ensuring it is visible when approaching from either direction on a public right-of-way.
  - Bottom edge of all signs or placards shall not be less than 3 feet above the road bed.
  - Top edge of all signs or placards shall not be greater than 5 feet above the road bed.
  - Visibility of all signs or placards shall not be blocked by vegetation or other sight obscuring obstructions, and the sign shall not create a sight obscuration to traffic.
  - Directional arrows may be required; see Example A and B.
- ♦ **Location:**
  - Signs and placards shall be located on private property at the entrance to FAR within three feet of the public right-of-way, or as directed by the Fire Department.
  - Placards may be required at 75-foot intervals.

## 901 ADDRESS SIGNS FOR FIRE ACCESS ROADS

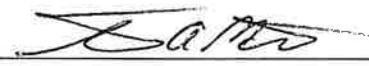
- Placards may be required at approved turnarounds (Example B and/or C).
- Placards may be required at each end of Fire Department turnaround; see Example C.
- Placards may be required at the end of Fire Department access roads when an unimproved portion of a private road continues beyond that point; see Example B.

Additional signs or placards may be required due to various conditions specific to each site; see Examples A, B and C.

Addresses with multiple buildings shall install building numbers/letters on each building in a logical sequence, as assigned by the city. Numbers/letters shall be visible from access roads. Size of numbering/lettering and placement on the building are determined by the Lewiston Fire Department.

Owner of the property must furnish to the Fire Department a plot plan of the property noting the arrangement and numbering/lettering of buildings.

*Examples can be found on the following page.*



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Travis A. Myklebust, Fire Chief

**EXAMPLE A:** Double sided; placed perpendicular to street so it can be seen from both directions of travel. Do not obstruct line of sight.

**4322 GRELLE AVENUE**  
**← FIRE ACCESS ROAD**  
**NO PARKING**

**4321 43<sup>RD</sup> STREET**  
**FIRE ACCESS ROAD →**  
**NO PARKING**

**EXAMPLE B:** Placed at the end of the required length of FAR. This stops the fire engine from progressing onto the unimproved, untested driveway. Sign may be placed on either side of the FAR.

**END**  
**FIRE ACCESS**  
**↓ROAD**

**EXAMPLE C:** Placed at each leg of the fire department turnaround to ensure the entire turnaround is open and accessible to the Fire Department in an emergency. May also be placed along FAR as directed.

**FIRE ACCESS ROAD**  
**NO PARKING**  
**DO NOT BLOCK**

STREET

**SIGN A**

4321 43<sup>rd</sup> STREET  
FIRE ACCESS ROAD →  
NO PARKING

**SIGN A:** Double sided; placed perpendicular to street so it can be seen from both directions of travel. Do not obstruct line of sight.

FIRE ACCESS ROAD  
NO PARKING  
DO NOT BLOCK

**FAR HAMMERHEAD TURNAROUND****SIGN C**

FIRE ACCESS ROAD  
NO PARKING  
DO NOT BLOCK

**SIGN C**

FIRE ACCESS ROAD  
NO PARKING  
DO NOT BLOCK

STREET

**SIGN A**

4321 43<sup>rd</sup> STREET  
FIRE ACCESS ROAD →  
NO PARKING

**SIGN C**

FIRE ACCESS ROAD  
NO PARKING  
DO NOT BLOCK

**SIGN C:** Placed at each leg of the fire department turnaround to ensure the entire turnaround is open and accessible to the Fire Department in an emergency. May also be placed along FAR as directed.

FIRE ACCESS ROAD  
NO PARKING  
DO NOT BLOCK

**FAR WITH T-TURNAROUND**

STREET

**SIGN A**

4321 43<sup>rd</sup> STREET  
FIRE ACCESS ROAD →  
NO PARKING

Approved  
Fire Access Road

**SIGN B**

END FIRE  
ACCESS ROAD

Unimproved Driveway  
to House or Shop

END FIRE  
ACCESS ROAD

150' max

**SIGN B:** Placed at the end of the required length of FAR. This stops the fire engine from progressing onto the unimproved, untested driveway. Sign may be placed on either side of the FAR.



# > New Address Checklists

rev. 11/2024

Contact Us

addressing@cityoflewiston.org

208.298.3901

These checklists are non-comprehensive tools to assist you upon being issued a new address.

## Community

- Family & Friends
- School/Daycare
- Nanny/Babysitter
- Church/Temple/Mosque/etc.
- Social Media e.g. Facebook, Instagram, LinkedIn, etc.
- Volunteer Organization(s)  
e.g. Helping Hands, Meals on Wheels, etc.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Pets

- Veterinarian
- Groomer/Boarder
- Dogwalker/Pet-sitter
- Pharmacy
- Subscription Boxes/Auto-ship Orders (e.g. BarkBox, Chewy, etc.)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Health & Wellness

- Primary Care Provider  
(PCP)/therapist/dentist/etc.
- Pharmacy
- Medicine/Equipment by Mail Order
- Gym/Yoga Studio/Fitness Club
- Beauty Salon/Barber
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Home

- Non-City utilities e.g. Lewiston Orchards Irrigation District (LOID), Central Orchards Sewer District (COSD), Avista, Centurylink, Sparklight, etc.\*
- Mailing/Shipping Services (e.g. USPS\*, UPS, FedEx)
- Online retailers (e.g. Amazon, Target, etc.)
- Landscaping/Pool Service Provider
- Subscriptions (e.g. newspaper, magazine, book club, etc.)
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- \_\_\_\_\_
- \_\_\_\_\_

## Financial & Legal

- Employment (HR/Payroll)
- Internal Revenue Service (IRS), Tax Preparer (e.g. CPA, H&R Block, etc.)
- Financial Institutions (e.g. bank, mortgage company, student/auto/personal/etc. loan lenders, credit union, stock broker, financial manager, etc.)
- Home/Auto/Life/Etc. Insurance (e.g. StateFarm, Nationwide, etc.)
- Credit Card Issuers (e.g. P1FCU, ICCU, Visa, etc.)
- Social Security/Veteran's Services/Welfare (e.g. SNAP, WIC, etc.)
- Voter Registration
- TSA Pre-Check
- Enhanced Driver's License (EDL), Enhanced Identification Card (EIC), Federally recognized, tribal-issued photo ID, etc.

- Personal Attorney/Law Office
- Fishing/Hunting License
- \_\_\_\_\_
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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\* Address letters are emailed to a "Need to Know" group including Nez Perce County (i.e. Assessors, Elections, Treasurers, etc.), City departments (i.e. Utility Billing, Fire, Police, etc.), non-City utilities, and the United States Post Office. If you experience issues receiving services, provide the address letter you received and/or contact us for assistance.



# New Address

## Frequently Asked Questions (FAQs)

Contact Us

[addressing@cityoflewiston.org](mailto:addressing@cityoflewiston.org)

208.298.3901

### Why is my address changing?

A unique, legible, and clearly displayed address is critical to receive mail, to establish services from City utilities and non-City utilities (e.g. Avista, Sparklight, etc.), and to ensure that first responders can easily locate you when time is of the essence.

### Who decides what a new address will be?

City staff across multiple departments (Public Works, Community Development, Police, and Fire) collaborate with Nez Perce County staff to review, maintain, and update addresses within the City of Lewiston as the "Addressing Support Group".

When an address change is needed, Addressing Support Group members specializing in geographic information system (GIS) management use City Code and National Emergency Number Association (NENA) standards to determine what the new address number will be.

### Does an address change require approval from City Council?

No. City Council approval is only required when a new street name or a change to an existing street name is requested (LCC § 31-85).

### Why is my address wrong on Google Maps/Uber/etc.?

The City does not supply information to Google Maps or any other third party mapping applications. If you would like to report a mapping error, the GPS.gov website provides guidance on how to notify most GPS devices, apps, and online maps with a correction.

### Why can't my new address be \_\_\_\_\_?

Lewiston City Code establishes citywide addressing conventions which, supplemented by National Emergency Number Association (NENA) standards, informs how addresses are assigned.

For example, the use of the "North" directional in an address is limited to the area across the Memorial Bridge i.e. the "North Lewiston" district (LCC § 31-89).

### How do I provide proof of my address to the Post Office, Avista, etc.?

Public Works is the authority for any new or current addresses within city limits. Simply stated, if the address is not verified, assigned, or maintained by the City of Lewiston, then it is not a valid address.

Address letters are emailed to a "Need to Know" group including Nez Perce County (i.e. Assessors, Elections, Treasurers, etc.), City departments (i.e. Utility Billing, Fire, Police, etc.), non-City utilities, and the United States Post Office.

If you experience issues receiving services, the address letter you received serves as proof of your address and can be given to the service provider.

### How can I contact you?

If you have any questions or concerns, you can contact us at [addressing@cityoflewiston.org](mailto:addressing@cityoflewiston.org) or 208-298-3901.