



TO: All Owners and Resident Managers
of Stacked Residential Units

FROM: Coon Rapids Fire Department

SUBJECT: Multiple Unit Numbering and
Identification Signs

In the event of a police, fire, or medical emergency within your complex, seconds count. For the benefit of both owners as well as residents, we would like to call your attention to the city code relating to Unit Numbering and Identification Signs.

Section 10-108 of the Coon Rapids City Code reads as follows:

10-108 MULTIPLE UNIT NUMBERING AND IDENTIFICATION SIGNS.

- 1) It shall be the duty of the owner or manager of every multiple dwelling building containing five or more rental units, and the owner or occupant of every individually owned dwelling unit in any such multiple unit building to properly identify each dwelling unit by attaching identification numbers on or adjacent to each entrance to the individual units. The numbers shall be not less than 1-1/2 inches in height and shall be of a contrasting color to the base.
- 2) In addition, the owner or manager of any multiple dwelling building with common entrances containing five units or more whether the units are rental or individually owned, shall provide signs, including directional arrows, easily identifying the location of each dwelling unit in the building. The signs shall be placed in an obvious location inside each entrance to the building as approved by the Fire Marshal. For buildings with two or more floors, either above or below grade, similar signs shall be located on each floor across from stairways and from elevators if the building is so equipped. The lettering and numbering on the signs shall not be less than 1 ½ inches in height and shall be of a contrasting color to the base.

We are requesting that you adhere to this code for the safety of the occupants and as an aid to any responding emergency personnel. To not comply would be a misdemeanor. Conviction if a misdemeanor could result in a fine of up to \$700 and/or up to 90 days in jail.

If you have any questions, please feel free to contact the Fire Department office at 763-767-6429. I trust that we will have your cooperation with this issue.