



**CITY OF NEWPORT BEACH**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**LIFE SAFETY SERVICES**  
**GUIDELINES AND STANDARDS**

**GUIDELINE D.01 – Stairwell Identification Signage Requirements**

**D.01.1 PURPOSE**

The purpose of this guideline is to provide details and descriptions of signage required for stairway identification in accordance with the California Fire Code.

**D.01.2 SCOPE**

This guideline shall apply to all buildings within the City of Newport Beach required to provide stairwell identification by other codes, regulations and ordinances.

**D.01.3 REQUIREMENTS**

**Size.** Signs shall be a minimum of 12 inches by 12 inches.

**Stairway Identification.** The stairway identification, such as “Stair 1,” shall be placed at the top of the signs in 1 inch high block lettering with ¼-inch stroke. Stairwell identification lettering or numbering shall be at the discretion of Life Safety Services.

**Upper Terminus.** The stairway’s upper terminus, such as ROOF ACCESS or NO ROOF ACCESS, shall be placed under the stairway identification in 1 inch high block lettering with a ¼-inch stroke.

**Floor Level Number.** The floor level number shall be placed in the middle of the sign in 5-inch high lettering with a ¾-inch stroke. The mezzanine levels shall have the letter “M” preceding the floor number. Basement levels shall have the letter “B” preceding the floor number

**Lower Terminus.** The lower and upper terminus of the stairway shall be located at the bottom of the sign in 1-inch high block letter with a ¼ inch stroke.

