Secondary addressing is the responsibility of the development team preparing plans for permit. In order to preserve life safety the following guidelines should be considered when developing a secondary addressing plan.

**Commercial**

1) Numbering should be assigned in the following manner: Sequential & logical starting from the elevator/entry (main entry if no elevator) and work logically in one direction. Where possible odd numbers should be on one side of the hallway and even on the other side of the hallway.

2) Suite numbering should be assigned beginning at lowest level; basement (considered below grade) 10, 20, 30. 1st floor-100, 110, 120. 2nd floor-200, 210, 220. 3rd floor-300, 310, 320, etc. Numbering should jump by 10 digits in between suites if possible.

3) Where possible, suite numbers in multi-story building should stack from floor to floor in such a way that the suite has the same suffix number. Example: if the 1st floor suite is 110 the 2nd floor suite above should be suite 210 and the 3rd floor should be suite 310, etc.

4) Mechanical, storage rooms and non-habitable spaces are not required to be addressed.

5) Pikes Peak Regional Building Department reserves the right to reassign secondary addresses if life safety issues are identified.

**Residential**- all information for commercial applies to residential secondary addressing except the following below: (clear designation from commercial to residential).

1) Basement should be assigned in the follow manner: (considered below grade) 1, 2, 3. 1st floor-101, 102,103. 2nd floor-201, 202, 203, etc. Numbering should jump by 1 digit in between units.

2) Single family lot or parcel; 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 (only if the home is for family use). If second home is a rental then a 2nd address will be assigned.

**Exemptions:** Hospitals, Assisted living (no independent care included), Hotels, Motels, Inns & Shopping Malls. Room numbering and tenant spaces are reviewed by that jurisdictions Fire Department. Provide a copy to Enumerations.