



Code Required Building Signage checklist

Building Official and Fire Marshall's Office

Below is a checklist for the most common signage in buildings as required by the 2018 editions of the International Building Code and International Fire Code. The checklist includes the type of sign required, a description of what information should be on the sign or what the sign should say, details about locations of the sign and when it is required, and the code sections that pertain to each sign. It does not include ADA or ASU policy and guideline signage requirements and is not inclusive of all code required signage. User shall check code reference sections for additional requirements or exceptions.



	Type of sign	Description/"Wording"	Details	Code sections
<input type="checkbox"/>	Exits	"EXIT"	<p>Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel. The path of egress travel to exits and within exits shall be marked by readily visible exit signs to clearly indicate the direction of egress travel in cases where the exit or the path of egress travel is not immediately visible to the occupants. Intervening means of egress doors within exits shall be marked by exit signs. Exit sign placement shall be such that any point in an exit access corridor or exit passageway is within 100 feet or the listed viewing distance of the sign, whichever is less, from the nearest visible exit sign.</p> <p>Exit signs shall be internally or externally illuminated.</p> <p>Raised character and braille exit signs. A sign stating "EXIT" in visual characters, raised characters and braille shall be provided adjacent to each door to an area of refuge, providing direct access to a stairway, an exterior area for assisted rescue, an exit stairway or ramp, an exit passageway and the exit discharge.</p>	<p>IBC 1013.1</p> <p>IBC 1013.3</p> <p>IBC 1013.4</p>
<input type="checkbox"/>	Accessible Means of Egress	"AREA OF REFUGE" or "EXTERIOR AREA FOR ASSISTED RESCUE"	<p>Each door providing access to an area of refuge from the adjacent floor, and each door providing access to an exterior area for assisted rescue, shall be identified by a sign.</p> <p>Where exit sign illumination is required, the signs shall be illuminated.</p> <p>A sign stating "EXIT" in visual characters, raised characters and braille shall be provided adjacent to each door to an area of refuge, providing direct access to a stairway, an exterior area for assisted rescue, an exit stairway or ramp, an exit passageway and the exit discharge.</p>	<p>IBC 1009.9</p> <p>IBC 1013.3</p> <p>IBC 1013.4</p>
<input type="checkbox"/>	Areas of Refuge and Exterior Areas for Assisted Rescue	In areas of refuge and exterior areas for assisted rescue, instructions on the use of the area under emergency conditions shall be posted.	<p>The instructions shall include all of the following:</p> <ol style="list-style-type: none"> 1. Persons able to use the exit stairway do so as soon as possible, unless they are assisting others. 2. Information on planned availability of assistance in the use of stairs or supervised operation of elevators and how to summon such assistance. 3. Directions for use of the two-way communication system where provided. 	IBC 1009.11



<input type="checkbox"/>	Accessible Means of Egress	Directional signage indicating the location of all other means of egress and which of those accessible means of egress are shall be provided.	Signage shall be provided at the following: 1. At exits serving a required accessible space but not providing an approved accessible means of egress. 2. At elevator landings. 3. Within areas of refuge.	IBC 1009.10
<input type="checkbox"/>	Accessibility Signage	Required at accessible elements and locations.	<ul style="list-style-type: none"> •IBC 1111.1 – Use of International Symbol of Accessibility, •IBC 1111.2 – Directional signage to nearest accessible element. •IBC 1111.3 – Signage indicating special accessibility provisions. •IBC 1111.4 – Variable message signage. 	IBC 1111
<input type="checkbox"/>	Key-Operated Locking Devices on Main Doors	"THIS DOOR TO REMAIN UNLOCKED WHEN THIS SPACE IS OCCUPIED."	In buildings in occupancy Group A having an occupant load of 300 or less, Groups B, F, M and S, and in places of religious worship, where the main door or doors are equipped with key-operated locking devices from the egress side.	IBC 1010.1.9.4
<input type="checkbox"/>	Locks on Egress Side of Doors	"THIS DOOR TO REMAIN UNLOCKED WHEN SPACE IS OCCUPIED"	Sign is to be posted on the egress side on or adjacent to the door.	IBC 1010.1.9.4
<input type="checkbox"/>	Delayed Egress	"PUSH or PULL UNTIL ALARM SOUNDS. DOOR CAN BE OPENED IN 15 [30] SECONDS"	Approved delayed egress locks are permitted to be installed in buildings equipped with approved fire protection systems in Group B, F, I, M, R, S, U occupancies and in Group E if occupant load is less than 50.	IBC 1010.1.9.8.1
<input type="checkbox"/>	Elevator Emergency Signs	"IN CASE OF FIRE, ELEVATORS ARE OUT OF SERVICE. USE EXIT STAIRS"	Standardized design of approved picture and text is to be posted next to every elevator call station on each floor.	IBC 3002.3
<input type="checkbox"/>	Elevator Lobby Identification Signs	"ELEVATOR LOBBY"	Elevator lobby identification signs. At landings in interior exit stairways where two or more doors lead to the floor level, any door with direct access to an enclosed elevator lobby shall be identified by signage located on the door or directly adjacent to the door.	IBC 1023.10
<input type="checkbox"/>	Stairway Identification Signs	The signage shall state the story of and direction to the exit discharge, and the availability of roof access from the interior exit stairway and ramp for the fire department	A sign shall be provided at each floor landing in an interior exit stairway and ramp connecting more than three stories designating the floor level, the terminus of the top and bottom of the interior exit stairway and ramp and the identification of the stairway or ramp.	IBC 1023.9



<input type="checkbox"/>	Two-way Comm. System	Directions for the use of the two-way communication system, instructions for summoning assistance via the two-way communication system and written identification of the location.	Signage shall be posted next to any two-way communication systems.	IBC 1009.8.2
<input type="checkbox"/>	Fire Pump and Riser Room	Identification of fire pump and riser rooms.	Access doors to rooms containing fire pumps and risers shall be marked accordingly.	IBC 902.1.2
<input type="checkbox"/>	Fire Cabinets	Cabinet equipment identification	Signs shall be permanently attached.	IBC 905.7.1
<input type="checkbox"/>	Rated Assemblies	"FIRE AND/OR SMOKE BARRIER - PROTECT ALL OPENINGS"	Where there is an accessible concealed floor, floor-ceiling or attic space, fire walls, fire barriers, fire partitions, smoke barriers and smoke partitions or any other wall required to have protected openings or penetrations shall be effectively and permanently identified with signs or stenciling in the concealed space.	IBC 703.7
<input type="checkbox"/>	Restrooms	Designated sex of the toilet facility and directional signage.	Standardized design or approved picture and/or text is to be posted on each restroom facility. Directional signage indicating the route to the required public toilet facilities shall be posted in a lobby, corridor, aisle or similar space, such that the sign can be readily seen from the main entrance to the building or tenant space.	IBC 2902.4 IBC 2902.4.1
<input type="checkbox"/>	Occupant Load	Maximum occupant load of the room	Every room or space that is an assemble occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space.	IBC 1004.9
<input type="checkbox"/>	Live Loads	Designed live load of each floor or portion thereof.	Where designed to exceed 50 psf, such design live loads are to be conspicuously posted in all locations that they apply using durable signs.	IBC 106.1



<input type="checkbox"/>	Fire Protection Equipment and Utility Locations	Signs identifying equipment and location for fire department	Rooms containing controls for air-conditioning systems, sprinkler risers and valves, or other fire detection, suppression or control elements shall be identified for the use of the fire department.	IFC 509.1
<input type="checkbox"/>	Fire Department Connections	"AUTOMATIC SPRINKLERS" or "STANDPIPES" or "TEST CONNECTION"	A metal sign with raised letters is to be mounted on all building fire department connections.	IFC 912.5
<input type="checkbox"/>	Alternative Automatic Fire-Extinguishing Systems	Warning and instructional signage.	Signage shall be posted at entrances to and within protected areas.	IFC 904.3.4
<input type="checkbox"/>	Fire Doors	"FIRE DOOR-DO NOT BLOCK" or "FIRE DOOR-KEEP CLOSED"	Signs shall be permanently displayed on or near each fire door in letters not less than 1-inch high for doors that are to be kept normally open or normally closed, respectively.	IFC 705.2.2
<input type="checkbox"/>	Electrical Control	"ELECTRICAL ROOM"	Doors into electrical control panel rooms are to be marked with a plainly visible and legible sign.	IFC 604.3.1
<input type="checkbox"/>	Hazard Identification	Hazard identification, numbered and color-coded "fire diamond" <ul style="list-style-type: none"> • Left (blue): health risk • Upper (red): Flammability • Right (yellow): Reactivity • Lower (white): Special notice 	Visible hazard identification signs as specified in NFPA 704 for the specific material contained shall be placed on stationary containers and aboveground tanks and at entrances to locations where hazardous materials are stored, dispensed, used or handled in quantities requiring a permit and at specific entrances and locations designated by the fire code official.	IFC 5003.5
<input type="checkbox"/>	No Smoking	"NO SMOKING"	Signs are to be posted in conspicuous locations in each structure or location in which smoking is prohibited.	IFC 310.3
<input type="checkbox"/>	Evacuation Plans	Emergency preparedness requirements	In addition to the requirements of Section 401, occupancies, uses and outdoor locations shall comply with the emergency preparedness requirements set forth in Sections 403.2 through 403.12.3.3. Where a fire safety and evacuation plan is required by Sections 403.2 through 403.11.5, evacuation drills shall be in accordance with Section 405 and employee training shall be in accordance with Section 406.	IFC 403.1