

**BOROUGH OF PARAMUS
COUNTY OF BERGEN
STATE OF NEW JERSEY**

ORDINANCE No. 19-26

**ORDINANCE ESTABLISHING DOOR NUMBERING
REQUIREMENTS FOR NON-RESIDENTIAL BUILDINGS AND USES**

Section 1. *Purpose.* To establish a system of numbering for all exterior entrance doors, exterior windows, staircases, elevators, and the interior of each space for all non-residential buildings or uses. This system would enhance the safety of emergency responders and the public. If a more rapid response is required due to an emergency situation, this system would allow responders to navigate an unfamiliar environment in a more expedient manner. It will also provide a means for responders and the public to report their location if it becomes critical in an emergency situation.

Section 2. *Definitions.* As used in this ordinance, the following terms are defined as follows.

1. "Change in use or structure" shall mean an "addition," "alteration," "change in use," or "new building element" under N.J.A.C. 5:23-6.3 (May 1, 2017).

2. "Non-residential buildings or uses" shall include:

(a) All "multiple dwellings," "hotels," and "motels," as defined in N.J.S.A. 55:13A-3

(b) All governmental buildings and uses subject to the jurisdiction of Paramus

(c) All commercial buildings and uses, as "commercial use" is defined in *The Complete Illustrated Book of Development Definitions*, Fourth Edition by Harvey S. Moscowitz, Carl G. Lindbloom, David Listokin, Richard Preiss & Dwight H. Merriam (published by Transaction Publishers, a Center for Urban Policy Research Book, 2015) ("Moscowitz").

(d) All non-profit, health care, or hospital buildings and uses, inclusive of the definitions "health care facility" and "health-care services" as defined in Moscowitz.

3. "New construction" shall mean the same as "development" as defined in Moscowitz.

4. Any terms not defined in this ordinance, or reasonably defined by context or implication, shall be defined by reference to Moscowitz, if applicable.

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Section 3. *Implementation of Door-Numbering Requirement for All Non-residential Buildings or Uses.* Subject to the timing for implementation set forth in Section 4 of this ordinance, all non-residential buildings and uses shall comply with the following door-numbering requirements.

(a) ***Identifying Stairways.*** Each stairway shall be identified and its designation posted inside and on the outside on all doors leading to the stairs. Stairways shall be lettered A, B, C, etc. with 6-inch letters on exterior doors and 4-inch letters on interior doors in contrasting color to their background. They shall be retro-reflective for low light or smoky conditions.

(b) ***Door Numbering.*** Numbering doors and windows-numbering of all exterior entrance doors and exterior windows for each room, and the interior of each room, will identify the particular door and room from the interior and exterior of the building for first responders. All exterior doors that allow access to the interior of the building shall be numbered in a sequential order starting with the main entrance (office door/public entrance). The main entrance should always be "#1." Subsequent doors will be numbered in sequential order in a clockwise manner. All numbers shall be Arabic numbers, contrasting with their background and retro-reflective for low light or smoky conditions.

(c) ***Exterior Doors.*** Numbers on structures up to 36 feet away from an access route shall be a minimum of 4 inches high and a minimum of inch stroke width. Numbers on structures 36 to 50 feet away from an access route shall be a minimum of 6 inches high and a minimum of 0.5 inch stroke width. Numbers on structures more than 50 feet away from a road, parking lot, or other access route shall be a minimum of 9 inches high and a minimum of 1 inch stroke width. All numbers shall be placed at the top right of the door. Where a multiple bank of doors (3 or more) is present, the numbers shall be placed in the center of the bank. "Access route," as used in this paragraph, means any sidewalk or road reasonably leading to an exterior door.

(d) ***Interior Doors.*** Numbers shall match the numbers on the outside of the door pursuant to Sub-Section (c) above. Numbers shall be placed on the hinge side of the door near the bottom so they can be viewed in smoky conditions. They shall be Arabic numbers that contrast with their background and retro-reflective for low light or smoky conditions.

(e) ***Non-Access Doors.*** Doors that do not allow access to the building, such as storage or trash rooms, shall not be numbered. They may be labeled as "No Access".

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(f) ***Courtyard Doors.*** Completely enclosed courtyards shall be numbered C-1, C-2, etc. on both inside and outside in the same manner as other exterior doors. The courtyard door closest to the main entrance shall be numbered as C-1 and will continue in a clockwise direction. Multiple courtyards shall be numbered as C1-1, C1-2, etc. for the first courtyard, C2-1, C2-2, etc. for the second courtyard and so forth. Numbers shall be Arabic, contrast with their background, and be retro-reflective for low light or smoky conditions. "Courtyard" shall have the same definition as in Moscowitz.

(g) ***Roof Hatches and Roof Access Doors.*** Roof hatches and roof access doors shall be numbered R-1, R-2, etc. and will be contrasting to their background and retro-reflective for low light or smoky conditions. Numbers on exterior hatches and doors shall be a minimum of 6 inches. Numbers on interior hatches and doors shall be a minimum of 4 inches.

(h) ***Roll-up (Garage Style) Doors.*** Roll-up doors that provide access to the interior of the building shall be numbered consistent with other exterior doors. Numbers shall be placed between 1/2 and 3/4 of the height of the door off the ground or on the door frame near the top. Numbers shall be contrasting with their background and retro-reflective for low light or smoky conditions.

Section 4. *Timing for Implementation.* All non-residential buildings and uses must comply with Section 3 of this ordinance on the earliest of the following.

- (a) A change in use or structure.
- (b) New construction.
- (c) By June 1, 2020.

Section 5. *Plans on File.* Building schematics, electronic floor plans, photos, or emergency plans documenting compliance with Section 3 of this ordinance shall be filed with the Office of Emergency Management of Paramus within 14 days of the timing for compliance required in Section 4 of this ordinance.

Section 6. *Deviation.* A designee of the Office of Emergency Management of Paramus, in coordination with the Paramus Chief of Police (or designee), may permit deviation from Section 3 of this ordinance so long as the agreed-upon deviation satisfies the purpose of providing clear direction to first responders in the event of an emergency. Nothing in this ordinance is intended to require existing

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buildings to re-number doors that utilize a pre-existing numbering system already approved or agreed upon with Paramus.

Section 7. *Enforcement.* The following officials or their designees may enforce this ordinance and impose fines or penalties as otherwise provided for in the Paramus Code: (a) Construction Code Official; (b) Paramus Administrator; (c) Office of Emergency Management of Paramus; and (d) Paramus Chief of Police.

Section 8. *Construction and Codification of This Ordinance.*

(a) Nothing in this ordinance is intended to create any requirement, power, or duty that is in conflict with any federal or state law and shall not be construed as such.

(b) All ordinances or parts thereof in conflict or inconsistent with this ordinance are repealed, but only to the extent of such conflict or inconsistency.

(c) The provisions of this ordinance are severable; if any section, subsection, sentence, clause, or phrase thereof for any reason be held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining sections, subsections, sentences, clauses, and phrases of this ordinance, but shall remain in effect.

(d) This ordinance shall be codified in the Paramus Code as determined by the Paramus Clerk in conjunction with the codifier.

ATTEST:



Annemarie Krusznis, RMC
Borough Clerk

APPROVED:



Richard LaBarbiera, Mayor

Introduced: December 3, 2019
Final: December 17, 2019