SECTION 112
SUITE/UNIT NUMBER ASSIGNMENT

112.1 Scope. The provisions of this section shall serve as the regulations for the assignment of suite and unit numbers on all multi-occupancy buildings within the City of Tempe.

112.2 Intent. The purpose of this section is to establish a consistent method for the assignment of suite and unit numbers. These requirements are intended to aid fire fighters and other emergency responders, provide for efficient access to property records and information, ensure conformance to the standards of the U. S. Postal Service, and our utility companies.

112.3 General address assignments. The Community Development Department is responsible for the assignment of addresses, and building identification letters. New developments will be initially processed under the address assigned for each undeveloped parcel. The Development Services Division will subsequently assign the final address or addresses while the project plans are under review.

The Development Services Division is responsible for the assignment of the individual suite/unit numbers.

Once assigned, all building addresses and suite/unit numbers shall be forwarded by the Community Development Department to the U.S. Postal Service, Tempe Police Department and Fire Departments, and all utility companies.

The actual size, color, and field placement of addresses, suite, and unit numbers shall be as specified in the zoning and development code.

112.4 Suite number assignments. All unit spaces within multi-occupant buildings will be assigned individual suite/unit numbers. Separate street addresses shall not be assigned to multiple tenants in a single building.

In order to initiate this process the project must submit a separate site plan including the building layouts to the Community Development Department for suite/unit number assignment. This submittal shall consist of two (2) copies of a properly scaled site plan at least 24” x 36” in size, depicting the site, building layouts, parking lots, building orientations, driveway locations, building exits, elevators, lobbies, and corridors. Proposed tenant layout plans may also be submitted with the required site plan to assist in the proper assignment of suite numbers.

All suite/unit numbers shall be assigned prior to permit issuance for any tenant improvements.

112.4.1 Tenant space layout. Retail and office buildings will be assigned a separate suite number for each 20-foot increment of space along the length of the building.

Buildings that have tenant entrances on 2 or more sides will be assigned suite numbers on the entry sides of the building for each 20 foot increment of space. Reference lines will be drawn on the plan in to represent the 20 foot spacing. The reference lines shall determine the suite number a tenant improvement may use based on its proposed location within the building.
Exceptions:
1. Mixed use buildings such as office/warehouse and similar mixed uses may be divided into increments of up to 40 feet.
2. Apartments, condominiums, and hotels/motels will be assigned a unit number for each unit.
3. Townhouses without the availability of individual addresses will be assigned a unit number for each unit.

The suite numbers assigned to these spaces represent the possible number of spaces that the building may be divided into and are not meant to represent the actual tenant space layouts.

If a proposed tenant improvement encompasses multiple spaces, the tenant may choose any suite number within the range of suite numbers that the space will occupy.

When a proposed tenant improvement that encompasses multiple spaces splits a space, the higher suite/unit number within the range may not be used by the tenant.

112.4.2 Numbering. Suite/unit numbers are assigned as three (3) digit numbers. The first digit in the suite number will represent the floor level of the suite/unit.

Exception: Four digit suite/unit numbers will be used for floors above the 9th floor, and for multifamily residential condominiums and apartments.

Duplicate unit numbers will not be used within multifamily projects, even if the project has more than one address or street entry. Projects containing multiple street addresses (areas) and containing a letter designation for each building will have unit numbers assigned sequentially throughout the project. When numbering sequentially from one area to another, each new area will commence its numbering with the next 100 series left off from the previous area.

112.4.2.1 Exterior tenant entrances. For buildings with exterior tenant entrances, the suite numbering will commence from the left front of the building, as viewed from the street used in the building address, beginning with 101 and continuing clockwise sequentially to the right.

Exceptions:
1. Buildings with main entrances which do not face the address street will be assigned numbers from the left side of the building entrance clockwise sequentially to the right.
2. Building orientation on the lot may necessitate a front to back suite numbering.

112.4.2.2 Basements. Basement suite/unit numbers shall be preceded with the letter b.

112.4.3 Interior tenant entrances. For buildings with interior entrances only, from the street used in the building address, the suite/unit numbering starts with 101 on the left side after going through the main entrance to access the suite/unit spaces and continues clockwise around the corridor.

When buildings have multiple floors, the first suite shall start with '01 numbers, such as 201, and 301, applicable to each floor level and shall start in the same general location as required for the first suite (101) on the ground floor then continue clockwise sequentially around the corridor.

Exception: Tenant spaces that occupy a complete floor level may be assigned
the '00 number, such as 200 and 300, applicable to that floor level, provided
that at such time as the floor is occupied by two or more tenant spaces the
numbers shall be reassigned to '01 numbering.

For multiple floors, the suite numbering begins with the first suite on the left after exiting
the elevator or main entry stairway for buildings with no elevator, and continuing
clockwise around the corridor.

112.4.4 Atypical buildings and projects. Buildings and projects that cannot readily
conform to these standards shall be reviewed on a case by case basis by a multi-
disciplinary team made up an authorized member of the Police Department, Fire
Department, Community Development Department, and the U.S. Postal Service.
Decisions rendered by this team may only be altered by the approval of all of the team
members.

112.4.5 Existing buildings. Buildings not in conformity with the current suiting policy
may continue to utilize existing suite numbering until such time that the building is:

1. At or below a 50% vacancy rate; and
2. When a tenant improvement is proposed

All suites with tenant improvements after the building is at or below 50% vacancy
rate will use the new suite numbers. The existing occupied suites will have twelve (12)
months to conform to the newly assigned suite numbers. If a conflict in suite numbering
exists as a result of re-suiting to the current policy, the building official or designee
shall implement a suite numbering plan for the building which shall, as practicable, bring
all suites into substantial compliance.