

OCCUPANT LOADS

The design occupant load is the number of people intended to occupy a building or portion thereof at any one time; essentially, the number for which the *means of egress* is to be designed. This number is also used to determine plumbing fixture counts, fire protection systems and other building parameters. It is the responsibility of the property owner and/or occupant to provide the required information for SLC to determine occupant load.

Below are the steps for calculating Occupant Loads for commercial projects:

1. Please apply for a Building Permit via our website at:
<https://www.slc.gov/buildingservices/building-permits/>
On the subject line, please state "Occupancy Load Determination."
2. Provide a complete set of floor plan drawings of the entire building and applicable exterior spaces. These drawings need to include all areas whether or not they are affected by the proposed scope of work.
3. Clearly label or identify the use of each room or space. For example, lobbies, foyers, offices, storage rooms, meeting rooms, mechanical and electrical rooms, restrooms, etc. Also designate the area(s) of the proposed construction work.
4. State law requires the following be prepared by or under the supervision of a Utah-licensed design professional (architect) and that all drawings and support documents bear their State-issued seal, signed, and dated.
5. After permit issuance, and occupancy load established, every room or space that is an assembly 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. Posted signs shall be of an approved legible permanent design and shall be maintained by the owner or the owner's authorized agent.

Following online submission and acceptance (fees paid, etc.), your Building Permit Application will be routed to a Building Code Plans Examiner for determination of the information you provided.