

**INTERPRETATIONS, POLICIES AND PROCEDURES
BUTLER COUNTY, OHIO DEPARTMENT OF DEVELOPMENT
BUILDING & ZONING**

To: Any owner or authorized agent
From: Dennis Dickard, Building Official
Date: Monday, September 21, 2015
Re: Posting of Occupant Load (OBC 1004.3)

Dennis Dickard B.O. #367

The Ohio Building Code requires every room or space that is assembly occupancy of 50 or greater people to post the occupant load of the room or space in a conspicuous place, near the main exit from the room or space. Posted signs shall be of an approved legible permanent design and shall be maintained by the owner or authorized agent. While the maximum occupant load sign can be obtained in conjunction with a new tenant permit, a new occupant load sign can be obtained for existing assembly spaces following the same procedure.

To obtain a maximum occupant load sign, you must apply for a permit and pay a fee of \$103.00. Please complete the checklist below and submit it at the time of your application along with the floor plans and seating diagrams to your establishment. We will need two copies of these documents and any other documents which pertain to occupancy limits.

After the permit and floor plan are approved, you must take the maximum occupant load sheet given from Butler County and have it made into a placard or use it framed in a clear cover. Once the sign is posted in the room or space, you must schedule a final inspection at which time the building department will verify compliance with the approved documents.

The checklist below helps you gather the correct information necessary to determine the maximum number of people for any given room or space. The maximum number is determined based upon the number and location of exits, the number and type of seats, the number of plumbing fixtures, and based upon the building floor space and function. Check them off as you identify this information on the floor plan.

- Either** a dimensioned floor plan **or** a floor plan to scale 1/8" = 1.0' or 1/4" = 1.0' which includes:
 - Exterior walls of building or demising walls of tenant spaces
 - All interior walls or partitions, doors, and direction of swing
 - Seating arrangement which includes tables, chairs, booths, waiting areas, etc.
 - Equipment, counters, and fixtures (kitchen equipment is not necessary)
 - Toilet room fixtures (water closets, urinals & lavatories)
- Name and address placed on plans.
- Note the use of the spaces (kitchen, dining, restroom, corridor, office, meeting room, gym, etc.)
- Show minimum main aisle width of 44" leading to required exits.
- Dimensions to calculate areas where people can gather or wait. Do not count main aisles.
- Locate exit signs by placing circles with an "x" in it and mark the exit door width in inches.
- Note on drawing if any of the seating arrangement is easily movable or not.
- Locate Emergency lighting by showing a rectangle and a little triangle at two corners of the rectangle.
- Note which doors have panic hardware (push bars) to exit the doors.
- Count the number of seats that can be used by people. Note it on the drawing.

A design professional and sealed construction documents are not required if the specific occupancy, seating arrangement, equipment, counters and fixtures do not invalidate an existing certificate of occupancy. When it is required that documents be prepared by a design professional and it includes assembly spaces meeting the minimum requirements above, the designer of record shall include similar information as the checklist plus show the posted occupant load and the criteria used on the drawings.