



## COUNTY OF PRINCE WILLIAM

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DEPARTMENT OF  
FIRE & RESCUE

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Chief

### POSTING OF OCCUPANT LOAD

In order to better serve the citizens and the business community of Prince William County, this handout identifies the procedures and requirements for obtaining an occupant load card placard and pertinent fire code requirements.

**PLACE OF ASSEMBLY** - A place of assembly shall be a room or space used or designed for the gathering together of persons for purposes such as civic, social or religious functions, recreation, food or drink consumption or awaiting transportation. A room or space used for assembly by less than 50 persons and which is an accessory to another use group shall be included as a part of that main use group.

The process of obtaining an occupant load card placard begins by contacting the Construction Permits and Records Section of the Department of Public Works (792-6924). This office is located at the McCoart Administration Center, 5 County Complex Court, Prince William, Virginia 22192.

#### Required Information

1. Floor plan for each room or space to be used as a place of assembly (to scale if possible).
2. Identify fixed seating and furniture in the above floor plan.
3. Location of exit doors and door size.
4. Identify intended use of each room or space.
5. Identify primary activity conducted in the structure (use group classification).
6. Fee - minimum \$37.00 for one occupant load card or \$18.00 per card for 3 or more cards.

The following information are excerpts from the 2000 International Fire Prevention Code which apply to places of assembly and are enforced by the Fire Marshal's Office.

1. F-1003.2.2.5 - **POSTING OF OCCUPANT LOAD:**

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 point of egress from the room or space, 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. Assembly rooms or spaces with multiple occupancy capabilities shall be posted for all such occupancies.

2. F-1001.3 - **OVERCROWDING:**

Overcrowding or admittance of any person beyond the approved capacity of the building or a portion thereof shall be prohibited. The fire official, upon finding any overcrowding conditions or obstructions in aisles, passageways, exits or other means of egress, or upon finding any condition which constitutes a life safety hazard, shall be authorized to cause the occupancy, event, presentation, spectacle, performance or entertainment to be stopped until such overcrowding or hazardous condition or obstruction is corrected.

Violation of the fire prevention code is a Class 1 misdemeanor and may result in a fine of up to \$2,500.00 and/or up to one year in jail.

Your cooperation in this matter is greatly appreciated. Should you have any questions or require assistance, please contact the Fire Marshal's Office at (703) 792-6360.

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