



PRINCE WILLIAM COUNTY  
Department of Development Services – Building Development Division

OCCUPANT LOAD CARD CALCULATION

Version 2015-01-09

Applications for Assembly, Educational, or Hazardous Uses are required to be completed by a Virginia Licensed Design Professional.

Applicant Information:

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Business Information:

Business Name \_\_\_\_\_

Building or Shopping Center Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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To apply for a **replacement** "Occupancy Load Posting Placard" in an existing building, please visit the Building Permitting Services Section, in the Development Services Building.

In a building where a new use for an existing room requires a new Occupancy Load Card:

1. Provide code information for the building
  - a. Building code used / year of code \_\_\_\_\_
  - b. Use group per IBC Chapter 3 \_\_\_\_\_
  - c. Construction type per IBC Chapter 6 \_\_\_\_\_
  - d. Live Load \_\_\_\_\_
2. Provide a floor plan of the room(s) requiring an occupancy load card, from approved permit drawings as reference or a sketch plan, to include:
  - a. The dimension of each room/space
  - b. Exit door dimensions
  - c. Location of all exit signs
  - d. Ventilation calculations
  - e. Plumbing fixture count for building
3. Identify each room/space by name, number or letter.
4. Identify the proposed occupancy load for each room/space.