



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 _____

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.