Fire Prevention
Information Bulletin

Policy Number: IB-93-1004
Title: Occupant Load Sign - Information Needed by the Poudre Fire Authority to Produce a Sign
IFC Reference: 1004

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Scope:
This policy establishes the process and minimum documents and information to establish the occupant load for a specific address.

Policy:
Please submit the following for review and analysis:

1. Floor plan of room or building in question, drawn to scale or adequately dimensioned. Indicate all seating.
2. Show the location of all exit doors from the individual room and from the building. Clearly indicate the path of exit travel to the building exterior. Indicate the width of exit doors and corridors and show the direction of door swing (in the direction of egress or not). Indicate the type of door hardware.
3. Indicate where the exit signs are located and if emergency exit lighting is provided.
4. Occupant Load signs are assigned to individual businesses. A new business owner must submit for signage belonging to the new business – the old sign is voided when the new owner takes over.
5. An additional copy of the sign shall be provided to the customer.

Occupyant Load signs will be evaluated and produced as rapidly as possible depending on the volume of previously submitted projects.

Replacement signs or signs with new business names for copy only can be produced more efficiently if an existing Occupancy Load sign is submitted. After assembling the above mentioned information contact Poudre Fire Authority, 102 Remington Street.