

POSTING OF OCCUPANT LOAD IN ASSEMBLY OCCUPANCIES



Portland Fire & Rescue
Fire Marshal's Office
1300 SE Gideon St.
Portland, OR 97202-2419
Phone: 503-823-3712
Fax: 503-823-3925



OVERVIEW

Section 1004.3 of the Oregon Fire Code requires every room or space that is an assembly occupancy to have the *occupant load* of the room or space posted in a conspicuous place, near the main *exit or exit access doorway* 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.

INSTRUCTIONS

To obtain an occupant load sign from Portland Fire & Rescue (PF&R), please follow these instructions:

1. Complete the Application for Occupant Load Sign (Form #300.37B).
2. Provide two (2) sets of **legible and accurate** floor plans of the room or space requiring an occupant load sign. Floor plans **must** be prepared by a registered design professional and shall include the following:
 - A. Complete dimensions of the room or space.
 - B. Indicate the location and clear width dimensions of each exit door. Be sure to include the direction of door swing for each exit door.
 - C. Identify each exit door equipped with approved panic hardware.
 - D. Identify location and dimensions of any aisles, corridors, stairways, toilet rooms, mechanical rooms and closets.
 - E. Identify location and dimensions of stages, dance floors, pool tables, fixed equipment, fixed seating (bleachers, benches, booths, pews), and any areas without fixed seating (tables and chairs).
 - F. Identify the location of all EXIT signs and emergency lighting fixtures.
 - G. North arrow to show floor plan orientation.

Submit application along with the drawing and \$50 application fee (payable to "City Treasurer") to:

Portland Fire & Rescue
Fire Marshal's Office
1300 SE Gideon Street
Portland, Oregon 97202
503-823-3712