



## **Process for Requesting Mandatory Occupant Load Signs**

**Effective Date: Jan 1, 2020**

The San Jose Fire Department continues updating its inspection records. As part of these updates, all businesses, requiring a Place of Assembly permit for their operations, must submit a proposed sign and justification for the occupancy load to the Bureau of Fire Prevention for review to determine the current occupant load for their location.

Please note that if an applicant has submitted plans for a tenant improvement project that includes occupancy review, fire review staff will review and approve an Occupant Load Sign as part of their plan review and approval process.

### **Process:**

1. Applicants schedule an appointment for submittal of their documents through San Jose Fire Department Bureau of Fire Prevention.

<https://permitcenterappointments.sanjoseca.gov/qmaticwebbooking/#/preselect/branch/3fc6d64e2dda4a42ab28670af61f3f4b237b4d73a86c37e141c7878187ff9a2a/services/fb8af8ca7b93083c22ed4ba318059f6044b1f4861244a037a7f91b9a779ca557>

2. All new Occupant Load Sign submittals shall be submitted through SJePlans for processing.

<https://www.sanjoseca.gov/your-government/departments-offices/fire-department/bureaus/fire-prevention-permits/san-jose>

3. Applicants shall submit 8.5” x 11” documents, including a proposed sign and plans justifying the occupancy load for their business. Occupant Load Sign(s) shall be created by the owner/manager(s) based on the “Posting of Occupant Load” published on the Fire Prevention website. The occupant load numbers will be confirmed by fire review staff, based on the plans submitted.
4. A minimum fee for 1 hour of fire plan review will be assessed for the initial review. Additional fees may be due for additional time required for review and approval.