



Posting of Occupant Load

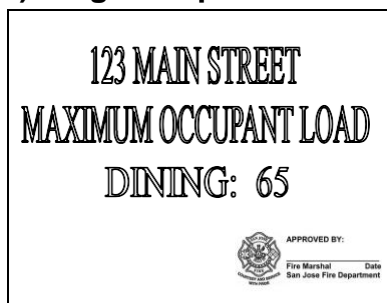
Effective Date: 01/01/2020

Every room or space which is used for assembly, classroom, dining, drinking, or similar purposes having an occupant load of 50 or more, shall 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.

The following specifications for occupant load signs are provided for clarification:

1. The occupant load sign shall be at least 8-1/2 inches by 11 inches with block capital letters not less than 3/4" high and 1/16" stroke.
2. The corresponding floor layout shall also be at least 8-1/2 inches by 11 inches.
3. The use of the room shall be indicated on the sign.
4. The address of the occupancy shall be indicated on the sign and floor plan.
5. Where alcohol is present, the sign shall have a San Jose Fire Department "APPROVED BY" stamp affixed to the occupant load sign and corresponding floor layout. The stamp shall bear the signature of the Fire Marshal.
6. After the San Jose Fire Department "APPROVED BY" stamp has been signed by the Fire Marshal, the sign shall be laminated and displayed in a noticeable place near the main exit.
7. The sign shall be durable, permanent, and have a contrasting color from the background.
8. For process questions, please contact sjfdpermitspecialist@sanjoseca.gov
9. To schedule an inspection, call 408-535-3555 and request inspection using the inspection under the building permit plan check number or fire permit number as applicable.
10. The following are examples for reference:

a) Single Purpose Room



Occupancy Load Sign

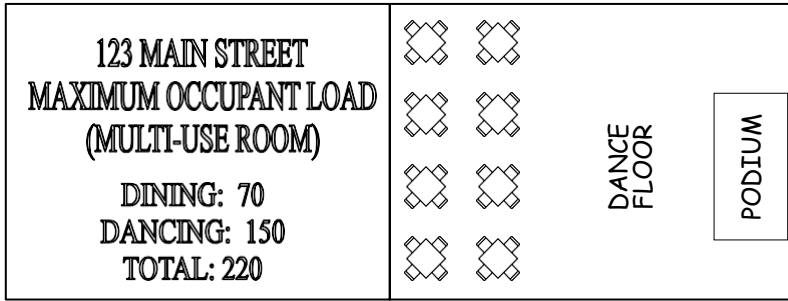
APPROVED STAMP (Alcohol)



APPROVED BY:

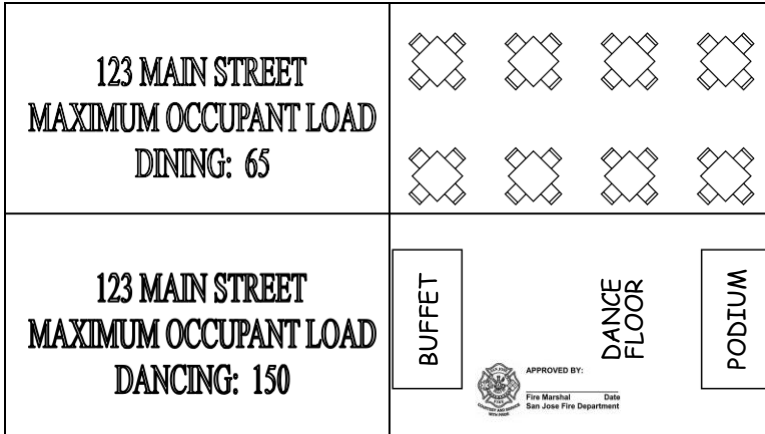
Fire Marshal **Date**
San Jose Fire Department

b) Multi-use Room – Room with Different Uses in Different Areas



Occupancy Load Sign Floor Layout – Dining and Dancing without Alcohol, No Stamp Required

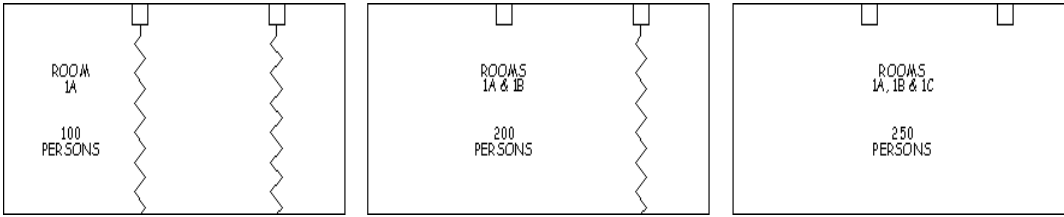
c) Combination Uses – Room with Different Uses at Different Times



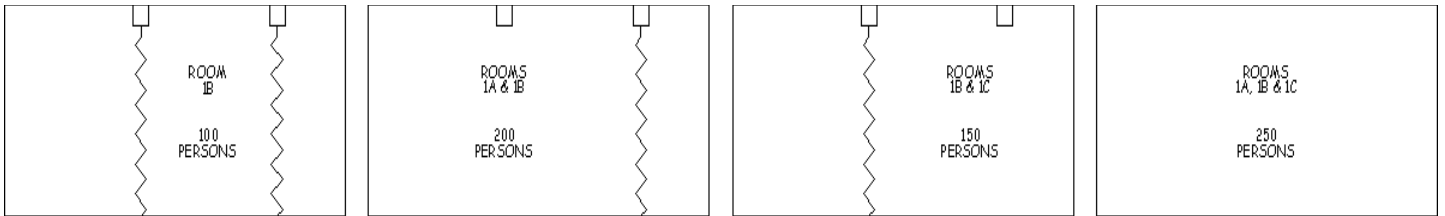
Occupancy Load Sign Floor Layout with Alcohol, Stamp Required

d) Rooms with Adjustable or Folding Partitions

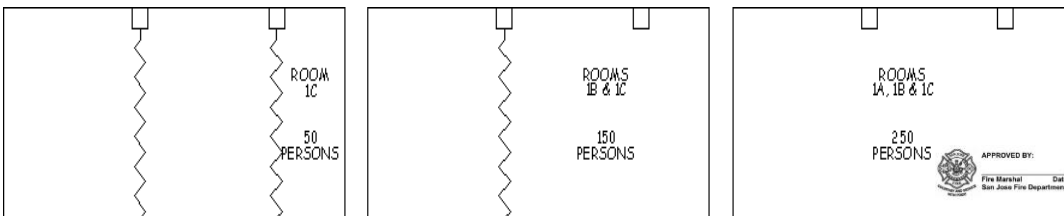
MAXIMUM OCCUPANT LOAD – ROOM 1A:



MAXIMUM OCCUPANT LOAD – ROOM 1B:



MAXIMUM OCCUPANT LOAD – ROOM 1C:



If alcohol may be present, the sign must be stamped as shown by Room 1C.