



Requirements and Designs for New Mandatory Occupant Load Signs

The San Jose Fire Department Bureau Fire Prevention will be updating its inspection records and part of that update will be to have all downtown businesses, requiring a Place of Assembly permit for their operation, to submit to the Bureau Fire Prevention plans to determine the current occupant load for their location.

Process:

- Submit plans for your business to Associate Engineer Jackie Lin, Fire Development Services, 200 E Santa Clara Street, 2nd Floor, City Hall.
- A \$206.00 1hr minimum plan review fee will be assessed and an occupant load number will be established based on the plans submitted.
- Occupant Load Sign(s) shall be created by the owner(s)/manager(s) based on Fire Prevention Directive #002-2006 Revised Specifications. Return to Fire Development Services for San Jose Fire Department “APPROVED BY” stamp and Fire Marshal signature.
- All submissions are due when required by the Fire Marshal.

Any questions please call CA Dave Olmos (408) 535-7670.

Thank you for your cooperation,

Acting Deputy Chief Curtis Jacobson
Acting Fire Marshal
Bureau of Fire Prevention
San Jose Fire Department