



# Requirements and Designs for Mandatory Occupant Load Signs

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 operation, have to submit to the Fire Prevention Bureau, plans to determine the current occupant load for their location.

## Process:

- Submit Proposed Signs, plans justifying the occupancy load for the Signs, and Fees for your business to: Fire Department Services, 200 E. Santa Clara St., 2<sup>nd</sup> Floor-Tower, San Jose, CA 95113 (City Hall) attn.: David Johnson, Steve Scanlan or Yoav Shernock ([David.C.Johnson@sanjoseca.gov](mailto:David.C.Johnson@sanjoseca.gov), [Lilybeth.Gonzales@sanjoseca.gov](mailto:Lilybeth.Gonzales@sanjoseca.gov), [Stephen.Scanlan@sanjoseca.gov](mailto:Stephen.Scanlan@sanjoseca.gov) or [yoav.shernock@sanjoseca.gov](mailto:yoav.shernock@sanjoseca.gov)) respectively. For clarification, you may also call David Johnson at (408) 535-5681 or Steve Scanlan at (408) 535-7636 between the hours of **8 am to 9:00 am only** or Lilybeth Gonzales at (408) 535-7683 or Yoav Shernock at (408) 535-7716 between the hours of **4:00 pm to 5:00 pm only**.
- A Minimum Fee for 1 hour of plan review will be assessed and the occupant load number will be confirmed based on the plans submitted. If under current permit for construction, include the permit number with the submittal.
- Occupant Load Sign(s) shall be created by the owner(s)/manager(s) based on Occupancy Sign Requirement Policy published on the City Website (<http://sanjoseca.gov/DocumentCenter/View/55783>). Return to Fire Department Services for San Jose Fire Department “APPROVED BY” stamp and Fire Marshall Signature.
- All submissions are due when required by the Fire Marshal.

Thank you for your cooperation.

RS:rs 08/25/2017 R3

