



A publication of Fairfax County, Virginia



Office of the Fire Marshal  
Fire Inspections Branch  
10700 Page Avenue  
Fairfax, Virginia 22030  
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## CODE COMPLIANCE GUIDELINE

# OCCUPANT LOAD SIGNS

### ASSEMBLY OCCUPANCIES

**Posting of Occupant Load Required.** In accordance with Section 1004.3 of the Virginia Uniform Statewide Building Code (USBC), every room or space that is an assembly occupancy, and where the occupant load of that room or space is 50 or more, shall have the maximum allowable 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. Assembly areas with multiple seating or use configurations, such as hotel ballrooms, school gymnasiums, eating establishments with an approved accessory dance floor, or partitioned conference rooms, may need different occupant load signs to be posted for each configuration.

**Maintenance of Occupant Load Postings Required.** In accordance with Section 408.1.1 of the Fire Prevention Code, occupant load postings (signs) required by the building code are required to be maintained. Furthermore, if your business or organization is required to maintain a Fire Prevention Code Permit (FPCP) issued by the Fairfax County Fire Marshal to operate an assembly occupancy, valid occupant load signs must be posted in all assembly areas. It is the responsibility of the assembly occupancy owner, operator, or manager to maintain posted occupant load signs in proper locations and in legible condition. It is recommended that copies of all occupant load signs be maintained in the event posted signs are lost or rendered illegible. Posted occupant load signs can be protected with a clear covering in a document frame.

**Obtaining Occupant Load Signs.** Occupant load signs are issued by the Building Official of the jurisdiction where the assembly occupancy is located and shall serve as the official occupant load signs for posting unless otherwise approved. Occupant load signs can be obtained from the local government agency (Building Official) listed under the following jurisdictions:

#### **Fairfax County, Town of Clifton, Town of Vienna**

Department of Public Works & Environmental Services (DPWES) \*\*  
Land Development Services - Critical Structures Section  
12055 Government Center Parkway, Suite 316  
Fairfax, VA 22035

Telephone: **703-324-1060**

\*\* DPWES Occupant Load Sign Information is Available Online at:

[www.fairfaxcounty.gov/dpwes/construction/occupant\\_load.htm](http://www.fairfaxcounty.gov/dpwes/construction/occupant_load.htm)

#### **Town of Herndon**

Building Inspection Section  
777 Lynn Street, 2nd Floor  
Herndon, VA 20170

Telephone: **703-435-6850**

Fairfax County is committed to a policy of non-discrimination in all county programs, services, and activities. Upon request, the Office of the Fire Marshal can provide documents and publications in alternative formats and in different languages. Please call 703-246-4753 (TTY: 711 or 1-800-828-1120) or write us at the following address: Office of the Fire Marshal, 10700 Page Avenue, Fairfax, VA 22030. Allow at least seven to ten working days for preparation of material.