THE CITY OF SAN DIEGO

FPB POLICY O-11-4	TEMPORARY INCREASE IN OCCUPANT LOAD IN A BUILDING NOT CLASSIFIED AS A PUBLIC ASSEMBLY

I. PURPOSE

To clarify the procedures for obtaining a temporary increase in occupant load in a building not classified as a public assembly under the California Building Code (CBC).

II. SCOPE

CBC Section 1004.2 states that an occupant load is permitted to be increased from its existing established load provided that *all* other requirements of the Code are met for the increased load, and the occupant load does not exceed one occupant for 7 square feet (0.65 m^2) of occupiable floor space.

III. GENERAL

In order to analyze any increase in occupant load, one must carefully review *all* aspects of the arrangement of space as well as the details of the total egress system. Analysis must also consider intervening space throughout *all* other areas of the building.

Code requirements to address may include, but are not limited to: an automatic fire sprinkler system, a manual fire alarm system, assembly main exit requirements, type of construction, location on property, plumbing fixtures, accessible parking and general accessibility.

The Municipal Code does not permit a public assembly within a building with unreinforced masonry bearing walls (generally applies to brick buildings built before March of 1939) that have not been seismically retrofitted. Buildings that have unreinforced masonry bearing walls are widely recognized for sustaining life-hazardous damage as a result of partial or complete collapse during moderate to strong earthquakes.

Determining if a building meets all of the requirements for a public assembly can be a daunting task for an unqualified person. Therefore, in accordance with the California Fire Code (CFC), the applicant shall provide, without charge to the City, a technical opinion and report. The opinion and report shall be prepared by a qualified engineer, licensed architect or other approved professional acceptable to the fire code official

and shall analyze the fire safety properties of the building and appurtenances situated thereon to indicate whether the building complies with *all* of the code requirements for the proposed use based on the increased number of occupants.

IV. PERMIT PROCEDURE

An Application for Single Event Permit shall be completed and submitted along with a copy of the technical report for the building and a dimensioned floor plan indicating the furnishing and equipment layout. The completed permit package shall be submitted well in advance of the proposed use of the building to allow ample time for review. *In no case shall the package be submitted less than two weeks prior to the proposed use.*

If upon review of the permit package, it is determined that the building does not meet *all* of the code requirements based on the number of occupants, *the permit shall not be approved*.

V. USE PERIOD

No more than four permits shall be issued for the building in a 12-month period and the individual permit duration shall be limited to five contiguous days. If the proposed use of the building will exceed five days, a change of occupancy permit shall be obtained from the building official.

VI. ADDITIONAL REQUIREMENTS

Approved permit applications shall require one or more standby Fire-Rescue Department personnel. The number of standby Fire-Rescue Department personnel shall be determined by the fire code official. A fee will be charged to the permitee.

In addition to standby Fire-Rescue Department personnel, trained crowd managers shall be provided for event where more than 1,000 persons congregate. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons.

The approved temporary maximum occupant load shall be posted in a conspicuous place, near the main exit. The maximum occupant load includes *all* of the occupants including the event staff. Personnel shall be provided to monitor the occupant load and to ensure that the maximum capacity is not exceeded at any time.

Promulgated by: _____

Date: _____

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