



**DENVER**  
THE MILE HIGH CITY

CITY AND COUNTY OF DENVER  
Department of Safety  
Fire Department  
Fire Prevention Division

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## **Denver Fire Department Guideline – IFC Section 1004.9.1**

### **Procedure for Obtaining Replacement Occupant Load Signs:**

#### **Posting of Occupant Load(s)**

Every room or space that is an assembly occupancy 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, for the intended configurations. Every room or space within a bar, tavern or similar area that is an assembly function with an occupant load of 40 or more shall have the occupant load posted.

The occupant load sign(s) issued by the Denver Fire Department shall be placed in a picture frame (of durable materials) & permanently posted and available for inspection at any time. The posted signs shall be maintained in a legible manner by the Owner or Authorized Agent.

#### **Calculating the Occupant Load**

Denver Fire Code Section 1004 requires that the occupant load be determined for all occupancy uses, including any story, balcony, tier, accessory area, etc. The basic concept of this code requirement is that the means of egress system be sized to accommodate all people occupying a building.

Owners/Operators shall first visit the Records Department at Community Planning and Development (CPD) [Building Department] at 201 W Colfax Ave, Denver, CO (2<sup>nd</sup> floor) to obtain any copies of original occupant load signs created and posted by Construction Inspectors at the time the Certificate of Occupancy was issued.

If not available at CPD, the Denver Fire Department Fire Prevention Engineering Unit will calculate occupant loads for existing bars, taverns and similar use rooms in existing buildings upon request by the Owner/Operator. Denver Fire Department will reissue the Occupant Load Sign(s) if the building or structure has a valid Certificate of Occupancy for the current use(s).

#### **How and What to Submit**

The applicant shall email the request for the Occupant Load Sign(s) to [firecodequestions@denvergov.org](mailto:firecodequestions@denvergov.org). The following information shall be included in the electronic submittal (\*.pdf format):

1. Complete floor plan of the story/floor level where the tenant is located including identification of firewalls/fire barriers and exits including stairways. Detailed plans of the tenant space including identified rooms, corridors, hallways, separation walls, doors (including exits), wall types, door hardware type and furniture layout. Plans shall include locations of “Exit Signs”, emergency illumination lights & fire extinguisher locations. Drawing(s) must be submitted to scale. All

submitted drawings must contain the name of the owner, the name of the tenant and the complete address of the premises.

2. The email request shall include the name of the applicant, applicants telephone number and applicants email address.
3. All submittals will be reviewed within forty-eight (48) hours following their receipt being processed as a “Walk through Permit”. Following approval, a system generated email will notify the applicant that payment can be made on-line. Once payment is completed by the applicant, an occupant load sign will be generated and will be available for retrieval from the City’s on-line permitting system (Accela). The Applicant may also contact the reviewing engineer/technician (noted in Accela) to request an emailed copy.

### **Fees**

A plan review fee of \$100 (non-refundable) will be charged per sign in accordance with Denver Fire Departments Fee Schedule.