

ROUTT COUNTY REGIONAL BUILDING DEPARTMENT

136 Sixth Street * P.O. Box 773840 * Steamboat Springs, CO. 80477 * (970) 870-5566 * FAX (970) 870-5489

GUIDELINES FOR OBTAINING AN OCCUPANT LOAD CERTIFICATE

The International Building Code requirement for Occupant Load Certificates reads, "Any room 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. Posted signs shall be of an approved legible permanent design and shall be maintained by the owner or authorized agent."

An assembly use is a building or portion of a building used for the gathering together of people for a common purpose, which could include such purposes as deliberation, education, instruction, worship, entertainment, amusement, drinking or dining, or awaiting transportation.

To obtain an Occupant Load Certificate from the Building Department:

- Submit a scaled ($1/4$ inch = 1 foot is preferred) drawing of the seating layout for your facility.
 - The seating layout should indicate all types of seating including:
 - Booths,
 - Tables/chairs,
 - Bar stools.
 - It should also show:
 - Room dimensions,
 - The exit(s) from the room or area,
 - The name and address of the establishment,
 - Contact information for the return of the certificate.

This drawing and information should be submitted to Routt County Regional Building Department, Suite 201, 136 Sixth Street, Steamboat Springs, CO 80477. Our mailing address is PO Box 773840, Steamboat Springs, CO 80477. After review and issuance of the certificate we will contact you. This process should generally take less than one week.

Thank you for your interest in meeting this code requirement. Please call if you have any questions.