



**Menlo Park Fire Protection District
Fire Prevention Bureau**

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**MENLO PARK FIRE PROTECTION DISTRICT
OCUPANT LOAD SIGN GIUDELINES**

This guideline has been developed pursuant to Chapter 1 of the California Fire Code. It is intended to provide a uniform standard which businesses with the Fire District which are required to post occupant load signs, can comply with the Fire Code.

Occupant lead signs are required in any room used for assembly purposes having an occupant load of 50 or more where fixed seating is not installed. Typical uses include but are not limited to the following: classrooms, places of assembly, theaters, restaurants, bars and lounges, meeting or lecture halls, etc.

The placement of occupant load signs shall be to the room side of the main entry point into the room and located within 6 inches of the top of the doorframe. Occupant load signs shall be made from durable plastic materials of contrasting color as to be plainly visible. Signs shall be a minimum 4 inches high by 8 inches wide. Lettering shall be colored white with a minimum stroke of ½ inch in height. When rooms are approved for more than one purpose sign size shall be increased to provide additional information.

The following example shall be followed in establishing occupant load signs. The example shown represents a multiple use room. Room use and occupant load determinations are determined as specified in the California Building Code as administered by the Building Official. Room use and occupant load determinations and figures will be provided to the applicant on the form to be used in making such signs.

**THIS ROOM IS APPROVED FOR THE FOLLOWING PURPOSE AND MAXIMUMM NUMBER OF
OCCUPANTS IN ACORDANCE WITH THE CALIFORNIA BUILDING AND FIRE CODE**

ROOM USE: _____ MAXIMUM NO. OF OCCUPANTS: _____

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