



BUREAU OF FIRE
PREVENTION

CITY of WEST ALLIS
FIRE DEPARTMENT

Application for Occupant Load Signage

Date: _____

Project Address: _____

Applicant Information:

Company Name: _____

Contact Name: _____

Address: _____

Phone # (w/area code): _____ Fax #: _____

Application fee is \$25 per room or space

Application is for one (1) room or space. A separate fee is required for each additional room or space

Room/Space Name: _____

Use (describe): _____

Total area of room/space (square feet): _____

Any fixed seating (booths, benches, pews): Yes No

If yes, are all fixed seats shown on the plans and their dimensions? Yes No

Any areas without fixed seating (tables, chairs): Yes No

If yes, are all tables and chairs shown on the plans and their dimensions? Yes No

Number of exit doors with panic hardware: _____ Total width (inches): _____

Number of exit doors without panic hardware: _____

If space not on ground floor, number of stairs: _____

Does the room/space have a fire alarm system? Yes No

Does the room/space have a fire sprinkler system? Yes No

Application will only be accepted if ALL information and two (2) sets of drawings are provided

Office Use Only:

Date received: _____ Check/Cash: _____

Occupant Load Sign Calculation Worksheet



West Allis Fire Department
Bureau of Fire Prevention
7332 W. National Ave.
West Allis, WI 53214
414.302.8900/8927 (f)

Project Address: _____

Location & Use		Area or Fixed Seating			Egress Widths and Exits	
Room # or Name	Use	Area (S.F)	Load Factor	Type	Req'd Width	Req'd # Exits

Use Classification – Occupant Load Factor (S.F. per person):

- Standing Space – 5 net
- Concentrated (chairs only – not fixed) – 7 net
- Gaming Floors (Keno, slots, video games) – 11 gross
- Unconcentrated (tables and chairs) – 15 net
- Exercise Rooms without equipment – 15 net
- Stages – 15 net
- Exercise Rooms with equipment – 50 net
- Kitchens – 100 gross

Fixed Seating:

- 18” per person (bleachers, benches and pews without dividing arms)
- 24” per person (booths)

Required Exit Width:

Calculated as the occupant load multiplied by:
.2 for exit on ground level
.3 for exit with stairs

Required Number of Exits:

<u>Occupant Load</u>	<u>Minimum Number of Exits</u>
1-500	2
501-1000	3
More than 1000	4

Inspector: _____

Required Width Provided: Yes No

Required Exits Provided: Yes No



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Occupant Load Sign Application Drawing Blank

Project Address: _____

Room /Name: _____ Floor Number: _____

Please draw the area/room that you are applying for an occupancy load sign. Make sure room is shown with accurate measurements (length & width) and show location of all exit doors (including what direction the exit doors swing and the width of the doorways). Also, include any other rooms that will subtract from the overall space (closets, bathrooms, hallways, etc.). If exiting the room involves traveling up or down stairs, include location of stairs and number of stairs.

Fire Prevention Bureau Use Only:

Plan reviewed by: _____ Date: _____

Accepted Rejected