



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