



Occupant Load Calculation Requirements



All assembly occupancies must post their maximum occupancy in a conspicuous location near the main exit. Occupant load calculations are conducted for existing businesses applying for their liquor license and for all other assembly occupancies requiring a maximum occupancy determination.

Submission Requirements

Applications and all required documentation must be submitted in person at:

**Palm Beach County Planning, Zoning and Building
Fire Rescue Plan Review/New Construction Office**

2300 N. Jog Road, Suite #1E-40
West Palm Beach, FL 33411

Step 1: Submit the Following Items

- Completed Palm Beach County Fire Rescue Plans Review Application.
- **Architectural Life Safety Floor Plan** (*required*) – The floor plan shall be signed/sealed by an architect, scalable, include room dimensions, floor and furniture layout, designated use of each space and the location of all exits.

Step 2: Review and Document Pick-Up

- Prior to review, a \$50 invoice will be sent to the billing email provided on the plans review application. Review will commence once payment is received.
- Once the review and occupant load determination are complete, fire rescue personnel will contact the applicant to pick up the PBCFR Occupant Load document.

Note: Submissions by mail or email are not accepted.