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|  | <b>BUILDING DEVELOPMENT<br/>POLICIES AND PROCEDURES<br/>COMMERCIAL</b> | <b>Effective Date:</b><br><b>June 26, 2019</b>   |
|   |  | <b>Supersedes Policy Dated:</b><br><b>July 1, 2009</b>   |
|   | <b>2.7 Posting of Occupant Load</b>                                    | <b>Issued by:</b><br><b>Eric M. Mays, P.E.</b> <br><b>Building Official</b> |

The Virginia Uniform Statewide Building Code (VUSBC), Section 1004.3 Posting of Occupant Load requires the posting of the occupant load in an assembly occupancy.

“1004.3 Posting of Occupant Load. Every room or space that is an assembly occupancy and where the occupant load of that room or space is 50 or more, shall have the occupant load of the room or space as determined by the building official 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 the owner’s agent.”

This provision was added to the VUSBC as result of the Governor’s Task Force on Nightclub Safety, and the requirement applies to all existing and new assembly occupancies.

The Occupant Load Card issued by Prince William County shall be placed in a protective covering (i.e. picture frame; plexiglass) and securely mounted to the wall near the main exit or exit doorway from the room or space.

If an existing assembly occupancy does not have a Prince William County Occupant Load Card, submit a [Occupant Load Card Calculation](#) form with the associated fee.

**Attachments/Hyperlinks:**

- [Occupant Load Card Calculation](http://www.pwcgov.org/eBuildingDevelopmentForms/forms/OccupantLoadCardCalculation.pdf)