



City of Pomona — Building & Safety Division

How to Obtain an Occupant Load Sign

Building & Safety | (909)620-2371 | 505 S. Garey Ave | Pomona, California 91766 | www.pomonaca.gov

This information describes the procedures for obtaining an occupant load sign for assembly rooms or spaces within existing buildings. Projects proposing an increase in the occupant load within an existing permitted assembly space and/or a change of occupancy classification will be required to obtain a NEW building permit.

- **What is an Occupant Load Sign and When is it Required?**

Every assembly occupancy room or space with 50 or more occupants shall have the occupant load of the room or space posted in a conspicuous place near the main exit or exit access doorway. Occupant load signs indicate the maximum number of people allowed to occupy a public assembly room or space at any given time and include staff. The occupant load sign is critical as it gives rapid information that is readily available for the prevention of overcrowding.

A new occupant load sign is required if an occupant load sign is not present, appears to be inaccurate or has otherwise been modified.

- **Does the City of Pomona Issue an “Official” Occupant Load Sign?**

The City of Pomona does not issue an “official” occupant load sign. An occupant load sign must be procured by the permit holder. Posted signs shall be of an approved, legible permanent design and shall be maintained by the owner or the owner’s authorized agent.

- **How to Verify Occupant Load and Occupant Load Signs?**

If an occupant load sign is missing, is inaccurate or has been modified, a building permit is required to verify occupant load. The applicant must submit **previously approved plans** for verification of the occupant load within an existing, permitted assembly room or space. If the previously approved plans are not provided, it will be assumed that the assembly space was constructed without permits and that a building permit must be obtained (see **Tenant Improvement Handout**) All existing and proposed tenant space work will be reviewed/inspected per the Building Code in effect at the time of project submittal.

- **Submittal Requirements:**

To apply for a permit for occupant load sign verification, submit a copy of the **previously approved plans** that permitted the assembly occupancy. The approved plans shall include, at a minimum:

1. Site plan and/or title sheet showing the project location, **occupancy classification, occupant loads** and floor plan(s).
2. Projects that require a new see **Tenant Improvement Handout**

- **Permit Submittal:**

1. Building permits to verify occupant load can be submitted in person or electronically through email at Building@pomonaca.gov
2. Projects that require a new Tenant Improvement please see **Electronic Commercial Plan Submittal Handout**

- **Fees:**

1. If submitted previously approved plans a Special Inspection Permit will be issued and scheduled at \$144.98
2. If submitted for a new Tenant Improvement please visit the **Master Fee Schedule**

- **Inspections:**

A Final inspection will be required to confirm the building conditions match the previously permitted plans.