

# Occupant Load Information Sheet

Building Address: \_\_\_\_\_  
 Business Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 Previously Known As: \_\_\_\_\_  
 Previously occupied (restaurant, pub, etc.): \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Phone: (day) \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Is there a City of Surrey Council Resolution that stipulates the occupant load? Yes \_\_\_\_, No \_\_\_\_  
 If so, what is the occupant load? \_\_\_\_\_ persons

Is there an existing approved Occupant Load: Yes \_\_\_\_, No \_\_\_\_, or Unknown \_\_\_\_  
 If yes, is it issued or approved by City Building Div, Fire Dept or Fire Commissioner for  
 \_\_\_\_\_ persons. Date: \_\_\_\_\_

Is Liquor Control and Licensing Branch approval required: Yes \_\_\_\_, No \_\_\_\_

Building permit# \_\_\_\_\_ (if applicable)

Is a Fire Alarm and Detection System provided: Yes \_\_\_\_, No \_\_\_\_

Is this occupant in a multi-tenant building: Yes: \_\_\_\_, No: \_\_\_\_

- If in a multi-tenant building, what is the total occupant load? \_\_\_\_\_ persons.

**Under the B.C. Building Code Regulations:**

- Washroom count: \_\_\_\_\_ persons
- Table 3.1.17.1. Occupant Load
  - Type of Use \_\_\_\_\_, Floor Area \_\_\_\_\_ sq.m /Area per person  
 \_\_\_\_\_ = \_\_\_\_\_ persons
- Units of exits. Total width \_\_\_\_\_ mm/ \_\_\_\_\_ mm/per person = \_\_\_\_\_ persons

**Under the B.C. Fire Code Regulations:**

- Gross Floor Space: \_\_\_\_\_ sq.m. minus \_\_\_\_\_ sq.m. for obstructions = \_\_\_\_\_ sq.m.  
 Reduced Floor Space: \_\_\_\_\_ minus \_\_\_\_\_ sq.m. for Means of Egress = \_\_\_\_\_  
 sq.m.  
 Net Floor Space: \_\_\_\_\_ sq.m. divided by 0.4 sq.m./ per person = \_\_\_\_\_ persons  
 If applicable,
  - Non-fixed seating arrangements as per Article 2.7.1.5 \_\_\_\_\_ persons
  - Non-fixed seats and tables as per Sentence 2.7.1.5.3 \_\_\_\_\_ persons

**Desired Occupant Load:** \_\_\_\_\_ persons

**The following Occupant Load is/are accepted.**

Date: \_\_\_\_\_

**I, Architect or Registered Professional hereby certify that the figures entered above represent a true and accurate calculation of the premises in question.**

**Return completed worksheet with scale drawings in person, Fire Hall 1 or email to [fireprevention@surrey.ca](mailto:fireprevention@surrey.ca) and include a cheque (made payable to City of Surrey) OR**

**Visa or MasterCard in the amount of:**

**\$521.00 (up to 150 persons)** \_\_\_\_\_  
**or \$868.00 (151+ persons)** \_\_\_\_\_

Visa/MasterCard # \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Expiry date \_\_\_\_\_

to the Fire Prevention Office, 8767 - 132 Street, Surrey, B.C. V3W 4P1.

**Fire Service use only:**

Inspection Fee received: Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Submission reviewed by: \_\_\_\_\_