



# DETERMING OCCUPANCY FOR PHASED REOPENING

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Under Governor Inslee’s Phased Re-opening plan, certain types of business can reopen under different phases at reduced capacities to help maintain appropriate social distancing measures. This handout is a guide for estimating temporary occupancy loads during the phased re-opening only. Please visit the following websites for further specific instructions related to the phased approach:

- Governor.wa.gov, Phased Approach: <https://www.governor.wa.gov/news-media/inslee-issues-safe-start-proclamation-county-approach-re-opening>
- Governor.wa.gov, Latest News: <https://www.governor.wa.gov/news-media/news-media>
- Labor & Industry: <https://www.lni.wa.gov/agency/outreach/novel-coronavirus-outbreak-covid-19-resources>
- Department of Health: <https://www.doh.wa.gov/Coronavirus/workplace>

**EXISTING OCCUPANT LOAD:** If the business already has a posted occupancy load or a Certificate of Occupancy, please use this as your basis to reduce the capacity per the Governor’s order, based on applicable phase. Example: **Posted Occupancy Load is 150, 50% reduction = 75 occupants allowed per the reduction order**

**CONSTRUCTION DRAWINGS:** If the business has access to the construction drawings for the business (often prepared by a registered architect or engineer), the occupant load calculations can be located typically on the front page of the document. Use this occupant load as the basis for the reduced occupant load calculations.

**AREAS BY USE:** If the above are not available, an approximate base occupancy load can be determined by the area and type of use. Typical floor area per occupant allowances can be found in TABLE 1004.1.2 of the 2015 International Building Code, Section 1004 available at the following link: <https://codes.iccsafe.org/content/IBC2015>. Below are a few examples.

**RESTAURANTS: Areas with tables and chairs = 15 s.f./person**

Phased Re-Opening: Maximum 25% Capacity – no bar seating  
Example: Restaurant area without fixed seating of 1,500 s.f. (not including kitchen /other functions):  
**1,500 s.f./15 s.f. = 100 persons (occupant load), 25% = 25 occupants allowed per reduction order**

**RETAIL: Grocery, Clothing, Sales of Products, etc. (not including malls) = 60 s.f./person**

Phased Re-Opening: Maximum 30% Capacity  
For Example: Retail store area of 2,000 s.f. (not including storeroom / other functions):  
**2,000 s.f./60 s.f. = 33 persons (occupant load), 30% = 10 occupants allowed per reduction order**

**BUSINESS: Salons, Law Offices, Doctor Offices, Professional Services, etc. = 100 s.f./person**

Phased Re-Opening: Maximum 50% Capacity  
For Example: Retail store area of 3,000 s.f. (not including storeroom / other functions):  
**3,000 s.f./100 s.f. = 30 persons (occupant load), 50% = 15 occupants allowed per reduction order**

**Note** that occupancies do not take egress and exiting requirements into account. Required exits should be maintained and remain unobstructed. Any occupancy with only **one exit** has a maximum base occupant load of **49 persons** regardless of the above.

Additional Help? FireInspection 360 has an online occupant load estimator that may be helpful: <https://www.fireinspection360.com/occupantload>