



# Memorandum of Policy

## Building Codes

**From:** Mike Metheny

**Date:** March 11, 2019

**Revised:**

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**Subject:** Occupancy Load Calculations

In cases where the Building Department is asked to perform Occupancy Load Calculations for structures that do not have a current building permit or application, the building owner will first be asked to provide occupancy loads from their own files or public records. In cases where those searches do not produce an existing occupant load, the Building Department will, upon receipt of a dimensioned floor plan from the owner, calculate the occupancy load free of charge.