



Occupant Load Determination Requirements



Occupant Load requests must be hand delivered to the Palm Beach County Fire Rescue Plans Review office at the address below. (Mail and email requests will not be accepted).

Deliver to:

2300 N. Jog Rd, Suite 1E-40
West Palm Beach, FL 33411

Submittal Requirements include:

1. Completed "Palm Beach County Fire Rescue Fire Plan Review Application".
2. Scalable floor plan to include furniture and dimensions. Plan should be an Architectural Life Safety floor plan or computer generated floor plan (hand drawn will not be accepted).
3. A check or money order in the amount of \$50 made payable to "Palm Beach County Board of County Commissioners".

Upon completion of the review, an email will be sent to the customer stating their "occupant load signage" is ready for pickup.

Direct all questions to 561-233-0050.