



MISSION:
TO EXCEL IN
FIRE PREVENTION,
EDUCATION, AND
INVESTIGATIONS

In Executive Order GA 18, Governor Abbott expanded the reopening of services in response to the COVID-19 disaster. One of the key main provisions under this Executive Order is allowing certain establishment to open at only 25% of their occupancy. Many businesses are asking “what is 25% of my occupancy?”

Occupant Loads are established by the building and fire codes. Victoria utilizes the 2015 editions of the International Building Code and International Fire Code.

If you have an Occupant Load Certificate from the City of Victoria Development Services, you can use that occupant load for your calculations. If not, you can calculate your occupant load using the information below.

You may be able to find the size of your space or building on the Victoria Central Appraisal District database at www.victoriacad.org.

Table 1004.1.2 gives the occupant load based on the area of space (in square feet). Below is a summary of that table.

**Victoria Fire Marshal's Office
Maximum Floor Area Allowances Per
Occupant
IFC Table 1004.1.2**

Function of Space	Square feet per person
Assembly - Exhibit gallery and museum	30 sq ft
Assembly without fixed seats - chairs only	7 sq ft
Assembly without fixed seats - standing space	5 sq ft
Assembly - unconcentrated (tables and chairs)	15 sq ft
Business areas	100 sq ft
Courtrooms	40 sq ft
Day care	35 sq ft

Fire Marshal's Office
9508 NE Zac Lentz
Parkway

VICTORIA, TX 77904
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Exercise rooms	50 sq ft
Kitchens, commercial	200 sq ft
Libraries - reading rooms	50 sq ft
Libraries - stack areas	100 sq ft
Mercantile	60 sq ft
Mercantile - storage, stock	300 sq ft
Warehouses	500 sq ft

Calculations based on the above numbers are to be used to comply with the Governor’s Executive Order GA 18 and shall not be used as an official occupant load for life safety purposes. The City of Victoria Development Services and Fire Marshal’s Office reserve the right to modify the occupant load in accordance with the adopted building and fire codes.

For example, a retail (mercantile) occupancy is calculated at 60 sq. ft. per person for the sales floor, and 300 sq. ft. per person for the stock rooms and warehouse areas. If your store is 5,000 sq ft of sales floor and 2,000 sq ft of stock rooms, your total occupant load is 90 (83 sales floor and 7 stock areas). One quarter of that is 22.5, or 23 occupants.

Restaurant dining rooms are considered unconcentrated Assembly areas. The occupant load for dining areas is usually 15 sq ft per person. Booths are fixed seating and is calculated at one person for 24” of booth space.

Prior to operating under your 25% capacity, please contact the Fire Marshal’s Office via email at fmo@victoriatx.org to confirm your calculations.

If you have any questions or would like assistance in calculating your occupant load, please call or email the Victoria Fire Marshal’s Office at 361-485-3460 or fmo@victoriatx.org.

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The members of the Victoria Fire Marshal's Office remind you to Stay Safe, Reopen Responsibly. We look forward to serving you during this time.

Sincerely,

Tom Legler
Assistant Chief – Fire Marshal

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