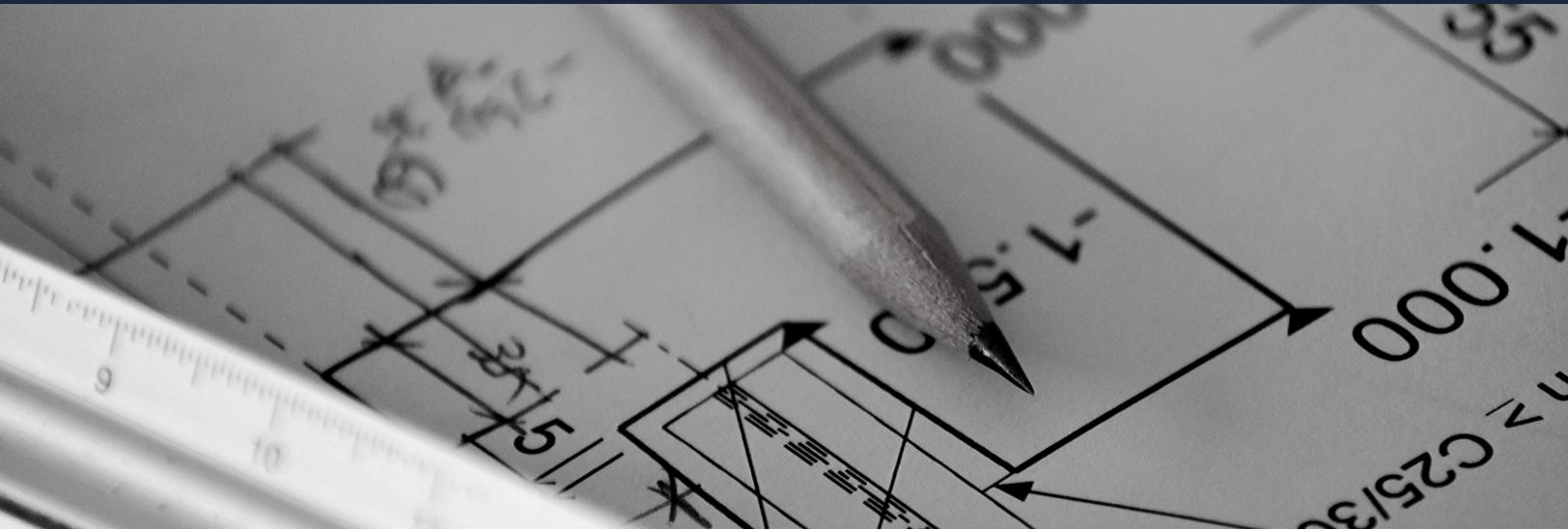




OCCUPANCY LOAD GUIDE



Under Governor Abbott's Executive Order GA-18, beginning Friday, May 1, in-store retail, dine-in restaurants, movie theaters, museums and libraries will be allowed to operate at up to 25 percent of their total listed occupancy. *View full order at gov.texas.gov.*

This guide was created to assist various businesses in the City of Tyler with determining occupancy load related to the reopening as allowed by the Governor's order.

State Law requires municipalities to utilize the International Building Code, 2015 when determining occupancy load.

Additionally, many factors are considered when determining occupancy load. Therefore, this document is merely a guide for businesses.

For assistance and direction to the proper resources please call City of Tyler Building Permits at (903) 531-1151. For expedited service please email PermitTechs@TylerTexas.com. For best practice guidelines from the Center for Disease Control and Prevention, visit CDC.gov.

HOW TO FIND THE SQUARE FOOTAGE OR OCCUPANCY LOAD OF YOUR FACILITY:

If building was constructed in last four years, the City of Tyler Building Permits Office may have the occupancy load on file.

Reference original construction plans for project.

OCCUPANCY LOADS CAN BE DETERMINED IN 4 STEPS:

1. Determine which type/use your business is best classified in.
2. Determine/estimate the total square footage of the area that can be occupied by the public/customer. For "Business Areas" and "Mercantile/Retail" spaces, just determine the overall square footage of entire space. Restaurants should focus primarily on the dining area only.
3. Refer to chart and determine the appropriate factor to use in calculating the occupant load, based on the Governor's current directions on limiting occupancy by 25%.
4. Divide the total square footage by this factor to help determine the number of occupants to allow in your business.

OCCUPANCY TYPE	SQUARE FEET PER PERSON	EXAMPLE
Restaurants Dining areas only	60	4,800 sf / 60 = 80 occupants
Business Banks, insurance agencies, government buildings, and doctor's offices	400	4,800 sf / 400 = 12 occupants
Mercantile Department stores, gas stations, etc.	240	4,800 sf / 240 = 20 occupants

The new Governor's order and the 25% rule applies to the new category of "reopened services" and does not affect the occupancy capacity of businesses already classified as "essential services" from the previous State order. The new order does not include the opening of bars, gyms, interactive amusement venues, massage establishments, tattoo studios, piercing studios or cosmetology salons, which all must remain closed at this time. Business owners should make certain that floorplans/layouts are designed to ensure that proper social distancing guidelines are maintained. As noted in the Governor's Report to Open Texas, "Public health guidance cannot anticipate every unique situation. Retailers (and restaurants) should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization. Retailers should also be mindful of federal and state employment laws and workplace safety standards.

For questions, please contact City of Tyler Building Permits office at PermitTechs@TylerTexas.com or (903) 531-1151.