

## CHANGE OF OCCUPANCY

This document is intended to give general information and requirements for changing the occupancy classification of a structure and is not intended to address every situation or code requirement, as each building is unique. Every structure is designed for a specific occupancy, depending on what the building is made of, how large it is, what the occupancy classification(s) is, and other code factors such as sprinklers. Buildings are designed to withstand several years of use, and most buildings do not contain the same occupants over the duration of its lifespan. Therefore, the code allows for a building to be analyzed for other occupancies to prolong the building's lifespan and usefulness. See chapter 3 of the International Building Code (IBC) for allowable occupancy classifications for structures.

There are several code paths to proving a structure may change its occupancy classification, and it all starts in the International Existing Building Code (IEBC). Prescriptive compliance provisions will require that most changes occur using the requirements of the IBC as required for new construction. Work area compliance requires that the provision of the IEBC for the change of occupancy and referenced levels of work be utilized, with provisions of the IBC applied as directed. Performance compliance requires that the structure be run through a series of evaluations to determine the feasibility of changing the occupancy. Regardless of the method chosen, all structures undergoing a change of occupancy classification are required to meet the provisions of the code for the occupancy classification. This includes, but is not limited to: accessibility, sprinklers, fixture counts, rated construction, etc.

### PLAN REQUIREMENTS

#### CODE DATA

(provided on plans, *in addition to* the Code Study Form)

**SCOPE OF WORK** — If the scope is self evident, a more definitive description is not required.

#### **OVERALL BUILDING DESCRIPTION**

- Total building area in square feet
- Height
- Number of levels (including basements)
- Area of each level in square feet

#### **SITE DESCRIPTION OF PROPERTY**

- Minimum distance to lot lines (platted, assumed, or middle of ROW) for each side of building – measured at right angles from the face of the wall.

#### **BUILDING CODE ANALYSIS**

- Occupancy classification
- Mixed Occupancies, include all that apply:
  - Accessory use
  - Non-separated uses
  - Separated uses
  - Combined
- Area in square feet of each occupancy, tabular or graphically
- Required occupancy separation
- Type of Construction
- Mixed types of construction, *provide the following:*
  - Area in square feet of each type of construction
  - Any required Fire Walls

#### **FIRE AREAS**

- Area in square feet of each "Fire Area" as defined in Code

#### **PRESENCE OF FIRE SPRINKLERS AND REASONS**

*Include all that apply:*

- Allowable area
- Height increase
- Occupancy classification
- Basement only
- Required by other than IBC

#### **BASIC ALLOWABLE AREA**

- Non-separated worst case condition
- Sum of ratios, if applicable
- Multi-story

#### **ALLOWABLE AREA AND/OR HEIGHT INCREASE**

- Frontage
- Sprinklers

#### **FIRE RESISTIVE REQUIREMENTS**

Refer to Code

#### **EGRESS REQUIREMENTS**

- Occupant load calculations
- Exit width calculations
- Number of exits required (total for the building and for each area of consideration)
- Door hardware as required

#### **ARCHITECTURAL**

**DEMOLITION PLAN** *if applicable*

**LIFE SAFETY PLAN** *when 2 or more exits are required*

#### **FLOOR PLANS**

- Graphically indicate the scope of work
- Provide dimensions and scale
- Label proposed use of each space
- Proper exits
- Fire-rated vertical assemblies
- Indicate egress travel distance

#### **REFLECTED CEILING PLANS**

- Ceiling finish
- Fire resistance, if any
- Exit sign locations

#### **EXTERIOR ELEVATIONS**

- Indicate roofing material and slope
- Show finished grade

#### **SECTIONS**

- Indicate fire-rated horizontal assemblies

#### **DETAILS**

- Wall types, to include fire resistance rated assemblies where applicable
- Windows
- Stairs
- Restrooms dimensioned for accessibility standards

#### **DOOR SCHEDULES**

- Door and frame rating as required
- Hardware schedule

#### **STRUCTURAL**

- Specifications & design criteria
- Structural plan for all levels of framing to be modified
- Structural sections and details

#### **FOR DETAILED ELECTRICAL, MECHANICAL, AND PLUMBING REQUIREMENTS, SEE THE FOLLOWING HANDOUTS:**

- Commercial Electrical Plan Review
- Commercial Mechanical Plan Review
- Commercial Plumbing Plan Review