



PERMITTING & DEVELOPMENT
BUILDING
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INFORMATION TO: COVID19 - CALCULATE ESTIMATED OCCUPANT LOAD IN A COMMERCIAL SPACE

The following are some helpful tips to aid in determining the occupant load of buildings containing commercial spaces. Please note that the use of this method is intended to assist as a general guide in the re-opening of commercial spaces, and may not necessarily result in a perfectly accurate number.

STEP 1

Check to see if there is a maximum occupancy sign located in the space. If not, go to step 2.

STEP 2

Determine your occupancy and/or use of the space. (Assembly, retail, office, etc.)

STEP 3

Measure the size of the space or room to determine the square footage.

STEP 4

Divide the overall square footage by the following occupant load factors to determine the overall occupant load. These factors are from the building code.

- Office space: 100 sf/occupant
- Retail: 60 sf
- Restaurant dining area: 15 sf (non-fixed tables and chairs)
- Salon customer area: 100 sf
- Customer waiting area: 7 sf for standing room only; 15 sf for tables and chairs/seating
- Gyms and Exercise rooms: 50 sf
- Classrooms: 20 sf
- Industrial: 100 sf
- Storage or stockrooms: 300 sf

Example: a 1200 sf retail space divided by 60 equals an occupant load of 20.

For other uses, please contact the Edmonds Building Department via this link:

OnlinePermits@edmondswa.gov

STEP 5

To determine the number of occupants allowed by the Governor's Re-opening guidelines, multiply the overall occupant load by the percentage allowed in the guidelines.