CAPACITY CERTIFICATES - ASSEMBLY OCCUPANCIES

The capacity of assembly occupancies is established by the **Virginia Uniform Statewide Building Code**. Seating may also be limited by the **Arlington County Zoning Ordinance**. Exceeding the capacity limit is a violation of the **Virginia Statewide Fire Prevention Code** and may result in penalties set forth therein.

REQUIRED INFORMATION

When applying for a Capacity Certificate, a complete floor plan showing all of the following information must be submitted. The plan must be to scale. If the assembly space is to be used in more than one way, a floor plan and capacity certificate is required for each different configuration. The allowable occupant load on a capacity certificate may be reduced if the Fire Marshal determines the stated capacity is unsafe for the actual use of the space.

1. **PREVIOUS USE** of the space or previous type of business must be described.

2. **SQUARE FOOTAGE AND DIMENSIONS** of the space.

3. **SEATING** layout with the number of seats shown and tabulated.

4. **ALL OBJECTS AND FURNITURE** including tables, booths, shelving, cabinets, bar, etc… Show their size and location.

5. **DOORS** serving the space and in the exit path, including exterior doors. Show their size, location, direction of door swing, hardware, and whether they are marked with illuminated exit signs.

6. **RESTROOMS** serving the space including the layout of all toilets, urinals and lavatories in each restroom.

7. **OTHER SPACES** that use the same restrooms and exit pathways.

8. **EXIT SIGNS** – Show all exit signs.

9. **CORRIDOR WIDTH** along the exit path.

10. **STAIR WIDTH** in the exit path.

11. **SPRINKLER PROTECTION** for the total building; if existing must be so noted.

12. **KEY PLAN** if the space is a suite in larger building.

When applying for a Capacity Certificate please be sure your plan includes the following items:

A Show all doors and the direction of the door swing.

B Label whether the door has panic hardware.

C Show the location of any and all illuminated exit signs.

D Show all plumbing fixtures in restrooms.

E Show seating arrangement of tables and chairs

F Label all rooms.

Office

Pita Ovens Kabob Grill Gas Stove

Vent Hood above

Walk-In Cooler

F

Tel/Elec.

Counter Steam Table Counter Refrigerated Display

Cooler

E

3 compartment sink

Women

HW Closet

D

C C

Lighted Exit Sign → ← Lighted Exit Sign

Beverage Coolers

Men

← Panic Hardware ← Panic Hardware

A B A B