

IEBC International Existing Building Code - Chapter 10 & 14 Change of Occupancy

This sheet is intended as an overall guide to the building code issues governing a change of occupancy in a building or tenant space.

In all buildings, each space is classified by use, or **occupancy** category found in the building code. Buildings are then provided with structural and life-safety elements for that particular use (or uses). When the occupancy of a space changes, the building design must be re-evaluated for that use. Examples of a change of occupancy would be changing an office to a retail store or a restaurant. The following is a general outline of that process, but it is not intended to be a design guide. A licensed architect or other design professional is normally required for a change of occupancy. If you are unsure if your project is a change of occupancy, please contact the Development Services Department or your designer.

The three basic components of a change of occupancy evaluation are: **1) structural evaluation, 2) life safety evaluation and 3) ADA accessibility.**

Structural evaluation (1007)

A licensed professional engineer (P.E.) or other qualified professional must complete a structural analysis of the existing building to determine adequacy of structural systems for proposed change of occupancy. The existing building shall be capable of supporting the minimum load requirements specified in this section.

Life safety evaluation (1001 & 1401)

An architect or other qualified professional must provide an evaluation of the general safety, means of egress and life safety elements in the building and determine any upgrades that are required. The code is quite flexible as to the exact upgrades and so the designer normally works with the owner to determine the best changes for the business or building owner.

ADA accessibility (1000) for a change of occupancy *

Existing buildings, or portions thereof, that undergo a change of group or occupancy must have all of the following accessible features:

1. At least one accessible building entrance (ramp, door width, etc...).
2. At least one accessible route from an accessible building entrance to primary function areas. (For example in an office space, all offices must be accessible.)
3. Signage. (Parking signs, exits, directional signs, etc...)
4. Accessible parking, where parking is being provided.
5. At least one accessible passenger loading zone, when loading zones are provided.
6. At least one accessible route connecting accessible parking and accessible passenger loading zones to an accessible entrance.

****Please note these are only requirements for a change of use with no other work being done. If any remodeling or alterations will be done, additional upgrades to bathrooms and other spaces may be required.***

Procedures for Change of Occupancy

1. Hire a person or firm familiar with the building and land use codes to inspect the building and prepare plans which show compliance with current codes for the proposed new use. These plans may need to be prepared by a licensed architect or engineer and must clearly show existing conditions and proposed alterations. Submittal Requirements are available on the City webpage or in the Permit Center.
2. Schedule a Pre-submittal or Collaboration meeting. At this informal meeting, you can present the project to city staff and receive information concerning land use and building permit requirements as well as the forms and documents that will be needed at the time of application.
3. Through MyBuildingPermit.com submit electronically plans, reports, and applications for approval of the proposed change of use as determined in the Pre-submittal meeting. (Building permits are required in nearly all cases.) The request must describe in detail both the current/previous use and the proposed new use. Include complete sets of construction drawings and site plans for each request/application. You will be invoiced for a plan review deposit and other fees.
4. City staff will then review the plans. Correction letters will be sent to the applicant as needed. When they have verified compliance with the various codes and appropriate fees have been paid, the building permit will be issued, authorizing the work to commence.
5. Through MyBuildingPermit.com schedule inspections. After final approval inspections have verified code compliance, the City will issue a new Certificate of Occupancy for the new use. The building may not be occupied before the Certificate of Occupancy is issued, approving the building for occupancy with the new use.

Project:
 Address:
 Print Date:

TABLE 1401.7
 SUMMARY SHEET-BUILDING CODE

Existing occupancy _____	Proposed occupancy _____
Year building was constructed _____	Number of stories _____ Height in feet _____
Type of construction _____	Area per floor _____
Percentage of open perimeter increase _____ %	
Completely suppressed: Yes _____ No _____	Corridor wall rating _____
	Type: _____
Compartmentation: Yes _____ No _____	Required door closers: Yes _____ No _____
Fire-resistance rating of vertical opening enclosures _____	
Type of HVAC system _____, serving number of floors _____	
Automatic fire detection: Yes _____ No _____	Type and location _____
Fire alarm system: Yes _____ No _____	Type _____
Smoke control: Yes _____ No _____	Type _____
Adequate exit routes: Yes _____ No _____	Dead ends: _____ Yes _____ No _____
Maximum exit access travel distance _____	Elevator controls: Yes _____ No _____
Means of egress emergency lighting: Yes _____ No _____	Mixed occupancies: Yes _____ No _____
Standpipes Yes _____ No _____	Patient ability for self-preservation _____
Incidental use Yes _____ No _____	Patient concentration _____
Smoke compartmentation less than 22,500 sq. feet (2092 m ²) Yes _____ No _____	Attendant-to-patient ratio _____

SAFETY PARAMETERS	FIRE SAFETY (FS)	MEANS OF EGRESS (ME)	GENERAL SAFETY (GS)
1401.6.1 Building Height			
1401.6.2 Building Area			
1401.6.3 Compartmentation			
1401.6.4 Tenant and Dwelling Unit Separations			
1401.6.5 Corridor Walls			
1401.6.6 Vertical Openings			
1401.6.7 HVAC Systems			
1401.6.8 Automatic Fire Detection			
1401.6.9 Fire Alarm System			
1401.6.10 Smoke control	* * * *		
1401.6.11 Means of Egress	* * * *		
1401.6.12 Dead ends	* * * *		
1401.6.13 Maximum Exit Access Travel Distance	* * * *		
1401.6.14 Elevator Control			
1401.6.15 Means of Egress Emergency Lighting	* * * *		
1401.6.16 Mixed Occupancies		* * * *	
1401.6.17 Automatic Sprinklers		÷2 =	
1401.6.18 Standpipes			
1401.6.19 Incidental Use			
1401.6.20 Smoke compartmentation			
1401.6.21.1 Patient ability for self-preservation	* * * *		
1401.6.21.2 Patient concentration	* * * *		
1401.6.21.3 Attendant-to-patient Ratio	* * * *		
Building score—total value			

* * * *No applicable value to be inserted.

Building Height & Area Breakdown:

Table 1401.7 under Safety Parameter 1401.6.21.1, Patient Ability for Self-preservation, for means of egress and general safety.

**TABLE 1401.6.21.1
PATIENT ABILITY VALUES**

OCCUPANCY	CATEGORIES		
	a	b	c
I-2	1	2	3

1401.6.21.1.1 Categories. The categories for patient ability for self-preservation are:

1. Category a—(mobile) Patients are capable of self-preservation without assistance.
2. Category c—(not mobile) Patients rely on assistance for evacuation or relocation.
3. Category d—(not movable) Patients cannot be evacuated or relocated.

1401.6.21.2 Patient concentration. Evaluate the concentration of patients in each smoke compartment under Section 1401.6.21.2. Under the categories and occupancies in Table 1401.6.21.2 determine the appropriate value and enter that value in Table 1401.7 under Safety Parameter 1401.6.21.2, Patient Concentration, for means of egress and general safety.

**TABLE 1401.6.21.2
PATIENT CONCENTRATION VALUES**

OCCUPANCY	CATEGORIES		
	a	b	c
I-2	1	2	3

1401.6.21.3 Attendant-to-patient ratio. Evaluate the attendant-to-patient ratio for each compartment under Section 1401.6.21.3. Under the categories and occupancies in Table 1401.6.21.3 determine the appropriate value and enter that value in Table 1401.7 under Safety Parameter 1401.6.21.3, Attendant-to-patient Ratio, for means of egress and general safety.

1401.6.21.3.1 Categories. The categories for attendant-to-patient concentrations are:

1. Category a—attendant-to-patient concentrations is 1:5.
2. Category b—attendant-to-patient concentrations is 1:6 to 1:10.

3. Category c—attendant-to-patient concentrations is greater than 1:10 or no patients.

**TABLE 1401.6.21.3
ATTENDANT-TO-PATIENT RATIO VALUES**

OCCUPANCY	CATEGORIES		
	a	b	c
I-2	1	2	3

1401.7 Building score. After determining the appropriate data from Section 1401.6, enter those data in Table 1401.7 and total the building score.

1401.8 Safety scores. The values in Table 1401.8 are the required mandatory safety scores for the evaluation process listed in Section 1401.6.

**TABLE 1401.8
MANDATORY SAFETY SCORES^a**

OCCUPANCY	FIRE SAFETY (MFS)	MEANS OF EGRESS (MME)	GENERAL SAFETY (MGS)
A-1	20	31	31
A-2	21	32	32
A-3	22	33	33
A-4, E	29	40	40
B	30	40	40
F	24	34	34
I-2	19	34	34
M	23	40	40
R	21	38	38
S-1	19	29	29
S-2	29	39	39

- a. MFS = Mandatory Fire Safety.
MME = Mandatory Means of Egress.
MGS = Mandatory General Safety.

1401.9 Evaluation of building safety. The mandatory safety score in Table 1401.8 shall be subtracted from the building score in Table 1401.7 for each category. Where the final score for any category equals zero or more, the building is in compliance with the requirements of this section for that category. Where the final score for any category is less than zero, the building is not in compliance with the requirements of this section.

**TABLE 1401.9
EVALUATION FORMULAS^a**

FORMULA	T1401.7	T1401.8	SCORE	PASS	FAIL
FS - MFS ≥ 0	_____ (FS) -	_____ (MFS)	=	_____	_____
ME - MME ≥ 0	_____ (ME) -	_____ (MME)	=	_____	_____
GS - MGS ≥ 0	_____ (GS) -	_____ (MGS)	=	_____	_____

- a. FS = Fire Safety.
ME = Means of Egress.
GS = General Safety.

- MFS = Mandatory Fire Safety.
MME = Mandatory Means of Egress.
MGS = Mandatory Means of Safety.