



SANDY SPRINGS FIRE AND RESCUE DEPARTMENT

Jack K. McElfish, Fire Chief

Dennis S. Ham, Deputy Chief/Operations

MEMORANDUM

To: Design Professionals designing projects in Sandy Springs

From: Chief Jeff Scarbrough, Fire Marshal

Date: March 20, 2009

RE: Occupant load calculations for existing buildings

The city of Sandy Springs will follow the enclosed letter to Nancy Leathers, dated March 16, 2009 to calculate the occupant load of existing buildings with the following additional stipulations:

1. Post a diagram showing the furniture layout and determined occupant load in an obvious location. Minimum size shall be 8 ½" x 11" and numbers shall be visible.
2. The tenant shall provide a notarized affidavit acknowledging the determined occupant load and verifying that the posted furniture layout is the only such layout that shall be used.

Please note that the design professional is not required to follow this approach on projects. The design professional can use the approach dictated by NFPA 101, the *Life Safety Code* under all circumstances. Should you have any questions feel free to contact our Fire Protection Engineer David Adams at 770-206-2083.

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