Place of Assembly Submittal Checklist

City of Redmond
WASHINGTON

Electronic Plan Standards

File Naming Standards:

Electronic plans and documents shall be named as specified in **bold type** under "Permitting Requirements" . For example, the seating plan must be named **"Seating Plan"**.

Acceptable File Types:

Plans, calculations, specifications and supporting documents shall be uploaded as a PDF file.

Plan Sheet Standards:

All plans shall be drawn to scale, as identified in the checklist, and each sheet shall state the scale.

Document Orientation:

All **plans** must be uploaded in **"Landscape"** format in the horizontal position. All other documents can be in "Portrait" format.

Project Info

Site address: _____ Associated Permits: _____

Project name/Tenant: _____ Property Owner: _____

Permitting Requirements

An IFC Fire Installation Permit to **operate a place of assembly** is required to use a building or portion of a building for the **gathering of 50 or more people** for purposes such as civic, social or religious functions, recreation, food or drinking consumption, or awaiting transportation. A SEPARATE FIRE INSTALLATION PERMIT IS REQUIRED FOR EACH PLACE OF ASSEMBLY WITHIN A BUILDING. **The following information is required at time of application for the Fire Installation Permit:**

☐ Completed "**Fire Installation Permit Application**"

☐ Completed "**Place of Assembly Submittal Checklist**". Check all checkboxes that are applicable to your project.

☐ **Seating Plan**

Seating Plan

The following is a list of information required on all plan submittals for review of a place of assembly permit. The plan shall be drawn to 1/8"= 1'-0" minimum scale. The applicant is required to submit all of this information so an accurate and timely review may be done:

General Requirements:

Provide a **seating plan(s)** of all possible seating configurations of the room being used as a place of assembly. The plan shall include the dimensions of all aisles, seating and/or fixed equipment.

Occupant Load:

☐ Every room or space that is an assembly occupancy shall have the maximum occupant load of the room or space posted in a conspicuous place, near the main exit from the room or space. Posed signs shall be of legible permanent design and shall be maintained by the owner or occupant of the space. (IFC 1004.3)

☐ For areas having fixed seats and aisles, the occupant load shall be determined by the number of fixed seats installed. The occupant load for areas in which fixed seating is not installed, such as waiting and wheelchair spaces, shall be determined in accordance with Section 1004.1.1 and added to the number of fixed seats. (IFC 1004.7)

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PLANS (*CONTINUED*)

Occupant Load:

☐ For areas having fixed seating without dividing arms, the occupant load shall not be less than the number of seats based on one person for each 18 inches of seating length. (IFC 1004.7)

☐ The occupant load of seating booths shall be based on one person for each 24 inches of booth seat length measured at the backrest of the seating booth. (IFC 1004.7)

Exit Doors:

☐ Each door in a means of egress from a Group A occupancy having an occupant load of 50 or more shall be provided with panic hardware. (IFC 1008.1.10)

☐ In buildings of Group A occupancy having an occupant load of 300 or less, the main exterior door(s) are permitted to be equipped with key-operated locking devices from the egress side provided:

- ☐ The locking device is readily distinguishable as locked
- ☐ A readily visible durable sign is posted on the egress side on or adjacent to the door stating: **THIS DOOR TO REMAIN UN-LOCKED WHEN BUILDING IS OCCUPIED**. The sign shall be in letters 1 inch high on a contrasting background.

Exit Signs:

☐ Exits and exit access doorway shall be marked by an approved exit sign readily visible form any direction of egress travel. Exit signs shall be installed in accordance with IFC Section 1011.

☐ Exit signs shall be green on a contrasting background. (RMC 15.06.013(36))

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