



Fire Paramedic Service • Service d'incendie et de soins médicaux d'urgence  
Fire Prevention Branch • Direction de la Prévention des incendies

## **ESTABLISHING OCCUPANT LOADS IN EXISTING BUILDINGS HAVING PLACES OF ASSEMBLY**

*The Manitoba Fire Code 2.7.1.4 requires that “in assembly occupancies with occupant loads exceeding 60 persons, the occupant load shall be posted in conspicuous locations near principle entrances to the room or floor area”.*

“Assembly Occupancies” is a Manitoba Building and Fire Code defined term and are places the general public can gather for social reasons.

Some examples are:

- community clubs,
- school gymnasiums,
- bars,
- restaurants,
- arenas,
- multi-purpose rooms
- theatres

Fire Prevention Inspectors upon a routine inspection of your premises may ask for details regarding the maximum number of occupants you allow in a room or space in your building. If the Fire Inspector is concerned that the number of occupants presents a life safety hazard they will issue a “Violation Notice” to establish your maximum occupant load. Alternatively, you may have received a formal request from the Fire Prevention Branch to establish occupant loads.

Provided you are not requesting to increase a previously approved occupant load issued by the City of Winnipeg Property and Planning, the Fire Prevention Plan Examiner can assist you with this process. The Fire Prevention process to establish occupant loads in existing buildings is not intended to be used as a convenience to owners or other organizations to use in lieu of a professional service. Be advised the process requires a building permit application obtained through the City of Winnipeg Permit Branch, and there is an associated charge for this service.

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Additionally, the Winnipeg Fire Paramedic Service Fire Prevention Branch maintains the right to require you to obtain the services of a professional engineer or architect, when dealing with more complicated existing building “Assembly” spaces. The professional will be required to conduct a code analysis of your premises and/or building, to ensure all requirements of the Manitoba Fire Code are satisfied.

If you would like more information, please call the Fire Prevention Plan Examiner at (204) 986-7551

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