



Occupant Load Certificate Requirements

[Section 18-40, 1004.3, of Chapter 18](#), Kansas City Building and Rehabilitation Code (KCBRC) requires an approved occupant load certificate to be posted near the main exit of every room or space of an assembly occupancy. An exception to the section allows the certificate to be located behind a decorative cover or in the building manager's office provided the certificate is readily available 24 hours per day, and the occupant load is otherwise posted in the room.

Occupant loads posted under this exception shall include the following minimum information:

1. The phrase "Occupant Load" followed by the approved numeric occupant load.
2. Directions for locating the approved occupant load sign, i.e., see manager's office for approved sign.

City issued occupant load certificates are not required for buildings/spaces constructed prior to the 2000 International Building Code (IBC) adoption by Kansas City, Missouri. The 2000 IBC became mandatory for projects submitted on or after December 3, 2001. Assembly spaces established prior to the adoption of the 2000 IBC were required to have the maximum occupant posted, but a City issued occupant load certificate was not required.

Occupant Load Certificate Related to Building Permit

City Planning & Development (CPD) will issue one approved occupant load certificate for each assembly space at the time of issuance of any building permit related to an assembly occupancy for which plans have been submitted, reviewed and approved. There is no charge for initial issuance of an occupant load certificate related to a building permit.

Required occupant load certificates shall be posted prior to final inspection. Failure to post the occupant load certificate will result in a failed inspection.

Replacement of Occupant Load Certificate

When requested by the applicant a replacement of a previously issued occupant load certificate will be issued. A fee as specified in [Section 18-20](#) shall be paid prior to issuance of the replacement occupant load certificate. Replacement occupant load certificates may be issued without an appointment at CPD's Permits Division, 5th Floor, City Hall, 414 East 12th Street, Kansas City, MO 64106. The following spreadsheet provides examples of when a NEW certificate of occupancy and a NEW occupant load certificate are required.

**CITY PLANNING & DEVELOPMENT
ASSEMBLY SPACE C OF O and OLC REQUIREMENTS SUMMARY**

Assembly Space Example	Certificate of Occupancy (C of O)	Assembly Space Occupant Load Certificate (OLC)	Notes
New Building or Building Addition Containing an Assembly Space	New C of O Required	New OLC Required	The C of O and Occupant Load Certificate are issued as part of the permit approval process. Zoning review is done prior to permit issuance.
Change of Use of an existing space to an Assembly Space	New C of O Required	New OLC Required	The C of O and Occupant Load Certificate are issued as part of the permit approval process. Zoning review is done prior to permit issuance.
Expansion of an existing Assembly Space into a new space	New C of O Required	New OLC Required	The C of O and Occupant Load Certificate are issued as part of the permit approval process. Zoning review is done prior to permit issuance.
Existing Assembly Space-- Undergoing substantial renovation	New C of O Required	New OLC Required	The C of O and Occupant Load Certificate are issued as part of the permit approval process. Zoning review is done prior to permit issuance.
Existing Assembly Space-- No substantial renovation work	Existing C of O remains valid	Existing OLC remains valid (where applicable*)	*Occupant Load Certificates are required only for assembly space projects under the 2000 International Building Code or later editions (initial mandatory date was December 3, 2001).
Existing Assembly Space-- Change in Ownership or Business Name Only	Existing C of O remains valid	Existing OLC remains valid (where applicable*)	*Occupant Load Certificates are required only for assembly space projects under the 2000 International Building Code or later editions (initial mandatory date was December 3, 2001).