



<b>Issue Date:</b>	January 1, 2021
<b>Code/Section:</b>	2018 IBC; Section 1104.4 exception 4, Section 1004.5 exception
<b>Developed By:</b>	Rost Sapon, Accessibility Technical Lead

In a two-story building or facility that has a story or a mezzanine with an actual occupant load of five or fewer persons, and that story or mezzanine does not contain a public use space, that story or mezzanine shall not be required to be connected by an accessible route.

If the calculated occupancy based upon IBC Table 1004.5 is greater than 5 occupants, but the actual occupant load will not exceed 5 persons, an Application for Administrative Review (TRT/DOC/00016A) shall be submitted with supporting data by the owner or owner’s agent for review. The Building Official shall make the determination to grant the exemption to IBC Section 1004.5.

The application shall include a notarized letter requesting an exemption for an accessible route to the story or mezzanine based on the actual occupant load of the story or mezzanine instead of the occupant load based on IBC Table 1004.5. The letter shall include the following:

- The area in square feet of the story or mezzanine and the calculated occupant load per IBC Table 1004.5.
- The actual maximum occupant load that will be present on the story or mezzanine at any one time.
- A statement that the story or mezzanine does not contain public use space.
- A statement that the means of egress from the story or mezzanine is designed for the full occupant load determined by Table 1004.5.
- A statement that acknowledges the story or mezzanine is not exempt from other accessibility requirements.
- Owner's acknowledgement of the information contained in the letter and a notarized signature.

A reproduced copy of the letter shall appear on the construction permit drawings.

The Accessibility Technical Lead shall review the Application for Administrative Review submittal and shall develop and forward a recommendation to the Building Official.

Upon approval of the Administrative Review by the Building Official, the building permit's scope of work shall list the approved Administrative Review number, specify the approved actual occupant load used to exempt the accessible route requirement, and specify the occupant load of the story or mezzanine per IBC Table 1004.5 for the means of egress.