



THE CITY OF ASPEN



MEMORANDUM OF POLICY

Building Codes

FROM: Gary Lyman
Chief Building Official

DATE: March 25, 1992

APPROVED: Stephen Kanipe, C.B.O.
Chief Building Official

DATE: April 12, 2003

SUBJECT: **Occupancy Load Calculations**

In cases where the Building Division is asked to perform Occupancy Load Calculations for structures that do not have a current Building Permit or Application, the building owner will first be asked to provide Occupancy Loads from their own files or public records. In cases where those searches do not produce an existing Occupant Load, the Building Division will, upon receipt of a dimensioned floor plan from the owner, calculate the Occupancy Load free of charge.