

**SCOPE** - The form is used to calculate an *actual* occupant load in educational spaces governed by the Texas Educational Agency (TEA) rules that limit maximum class size to approximately 2/3rds of that specified by the IBC occupant load factor identified in Table 1004.1.2 for educational spaces. The code review and minimum code requirements will be based on the IBC calculated *design occupant load*. Once the code review is approved, the *actual occupant load* value will be used to correlate the Wastewater Capacity Reservation letter with the Certificate of Occupancy. This will eliminate unnecessary Wastewater Capacity fees for the school.

**PART I. APPLICATION** - Use the instructions in Part II, to help complete this form.

| General Information                    |                                |
|--|--------------------------------|
| 1. School Name:<br>School District:    | 5. TEA School No.:<br>6. Date: |
| 2. Project Address<br>Mailing Address: | 7. City Project/Permit Number: |
| 3. Contact Name:<br>Email:             | 8. Phone:<br>Fax:              |
| 4. District Representative:<br>Email:  | 9. Phone:<br>Fax:              |

| Occupant Load Calculation.  |  |   |
|---|--|---|
| 10. Number of Classrooms:   | 12. Total TEA student allocation:                    |   |
| 11. IBC Design Occupant Load:   | 13. Assigned School Staff:                           | + |
| <b>DISTRICT REPRESENTATIVE SIGNATURE ** REQUIRED***</b><br><i>Note: Applications without the signature will not be processed.</i> | 14. Additional Occupant Load:<br><b>**Optional**</b> | + |
| Print Name:<br>Signature:   | 15. Actual Occupant Load:                            | = |

| Comments and Explanations – Please list any additional information to assist with approval |
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**PART II. DEFINITIONS AND INSTRUCTIONS**

**Definitions:** Use the following definitions to help with the terms in Part I of the form.

**TEA** - The Texas Education Agency.

**DESIGN OCCUPANT LOAD** -The number of persons (less loads of non-simultaneous use spaces) for which the means of egress, mechanical ventilation and plumbing fixtures of a building or a portion thereof must be designed using the occupant load factors in Table 1004.1.2 of the Houston adopted IBC (2012).

**ACTUAL OCCUPANT LOAD** - The number of students allowed by TEA in an educational space plus the maximum number of staff assigned to those students. This number also should not include the loads associated with non-simultaneous use spaces.

**Instructions:** The following numbers correlate with the boxes in Part I of this form. Use the instructions to complete the requested information in each box of Part I. Submit completed forms by email to: [Michael.blasko@houstontx.gov](mailto:Michael.blasko@houstontx.gov). **NOTE:** Incomplete forms cannot be processed.

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Enter the name of the TEA school and district for which the request is being made.</li> <li>2. Enter the project address as it appears on the building permit application. Enter mailing address.</li> <li>3. Enter the name and email of the person requesting the occupant load reduction.</li> <li>4. Enter the name and email of the district representative.</li> <li>5. TEA assigned school number.</li> <li>6. Enter today's date.</li> <li>7. Enter the city project/permit number.</li> <li>8. Enter the phone number and fax number of the person requesting the occupant load reduction.</li> </ol> | <ol style="list-style-type: none"> <li>9. Enter the phone number and fax number of the district representative.</li> <li>10. Enter the number of classrooms.</li> <li>11. Enter the Design Occupant Load, calculated by using the factors in Section 1004.1.2 of the Houston adopted IBC (2012).</li> <li>12. Enter the value assigned by TEA.</li> <li>13. Enter the number of staff assigned to this school by the district.</li> <li>14. This is an optional additional number of persons, groups or organizations that will be using the school simultaneously during school hours. Enter the number of additional persons that will be using the school in the box.</li> <li>15. Enter the sum of boxes 12, 13, and 14 (if used).</li> </ol> |
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**PART III. FEES**

STANDARD REQUEST                      \$79.34                      (\$48.83 + \$30.51 Administrative Fee)

| FOR OFFICE USE ONLY       |                          |             |                  |
|---------------------------|--------------------------|-------------|------------------|
| Approving Initials: _____ | Building Official: _____ | Date: _____ | Receipt #: _____ |