



**ADMINISTRATIVE MANUAL
COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION
Based on the 2017 LACBC**

**AM 60.10
Article 1
03-07-17
Page 1 of 2**

PARKING REQUIREMENTS

The Los Angeles County Code Title 22 (Planning and Zoning), Section 22.52, Part 11, requires that the number of parking spaces provided for various assembly uses be based on the occupant load as determined by the Building Official.

The attached instructions provide information and give examples to guide both the public and Building and Safety staff in determining the proper occupant load and completing the attached worksheet "Form A."

Requests to determine occupant loads for parking will be handled as follows:

1. Applicant shall submit four copies of the site plan, dimensioned conceptual floor plans, and a completed Form A. Applicant shall pay the occupant load determination fee at this time.
2. Plan check engineer will determine the minimum design occupant load for each area (including office, bar, waiting area, kitchen, etc.) in accordance with Chapter 10 requirements and complete a Form A.
3. Plan check engineer will place the "Determination of Assembly Occupant Loads – Parking" stamp on each of the four sets of plans and complete all required information. Return the worksheet and three stamped plans to the applicant. Keep one plan and a copy of completed Form A for our file.

Every effort should be made to process the application at the public counter. Only complex or unusual cases should be taken in for review.

Supersedes AM 60.10 dated 02-26-09

WRITTEN BY: CIARA BARNETT
Senior Civil Engineer

REVIEWED BY: POLICY COMMITTEE

APPROVED BY:



HASSAN ALAMEDDINE
Assistant Deputy Director

INSTRUCTIONS FOR DETERMINING PARKING REQUIREMENTS

The Los Angeles County Code Title 22 (Planning and Zoning) Section 22.52 Part 11 designates parking requirements for certain uses based on the occupant load as determined by the Building Official. These uses are: a) Churches, Temples, and other places of worship, where one parking space is required for each five persons (unless further governed by a Community Standards District (CSD), Specific Plan, etc.) based on the occupant load of the largest assembly area and b) entertainment, assembly and dining establishments where one parking space is required for each three persons (unless further governed by a CSD, Specific Plan, etc.) based on the total occupant load of all portions of such establishments dedicated to, and supporting such uses.

In order for the Department of Regional Planning to complete the review of your plans, the occupant load of assembly and accessory areas designated on your plans must be determined. Take four sets of your floor plans and plot plan, labeled Parking Exhibit A, to the Building and Safety public counter, which serves your area (see attached list of office locations) along with a completed Form A (copy attached).

The occupant load of an assembly use is determined by a combination of the following:

1. The minimum occupant load for determining egress, access, use requirements, etc. shall be per Table 1004.1.2 of the Building Code.
2. The maximum permitted occupant load (in excess of Table 1004.1.2 minimum requirements) per Section 1004.2 and based on existing ventilation, type of construction, sewer capacity, Fire Code, Health Code, etc.
3. The desires of the owner/tenant (not less than item 1, nor more than item 2).

The approved occupant load usually falls somewhere between the upper and lower limits of items 1 and 2.

Example: John Doe is renting 2,000 square feet (sq. ft.) of floor area in an existing commercial building (Type V-B Construction, one-story). He plans 1,200 sq. ft. for the dining area plus 800 sq. ft. for the kitchen. This provides a total occupant load of 84.

1. The design occupant load per Table 1004.1.2 is $1,200/15 \text{ net}=80$ for the dining area plus $800/200 \text{ gross}=4$ for the kitchen area for a total of 84 occupants.
2. Based on the occupant load and use, the occupancy group is classified as A-2.

The Building Official could approve any occupant load greater than or equal to 84 for the proposed restaurant use. The precise number must be determined by the applicant who will then be responsible for obtaining all necessary plan approvals, including parking

requirements for that occupant load. If the applicant is unable or unwilling to make a determination, the occupant load will be set by the Building Official per Table 1004.1.2.

The applicant should be aware that the determination of occupant load for parking purposes by the Building Official does not constitute approval for use of the structure for said purposes or number of occupants. The applicant must still obtain plan approval, permits, and inspection approval from all applicable agencies, including Building and Safety Division, prior to the start of any construction and/or occupancy of the building or portion thereof.

Table 1004.1.2 of the Building Code specifies the following occupant load factors for assembly areas without fixed seats:

Concentrated Use (chairs only—not fixed) Auditoriums Bowling Alleys Churches and chapels Lodge rooms Reviewing stands Stadiums	7 sq. ft. net per occupant
Standing Space (Dance floors)	5 sq. ft. net per occupant
Unconcentrated Use (tables and chairs) Conference Rooms Dining Rooms Drinking Establishments Exhibit Rooms Gymnasiums Lounges Stages	15 sq. ft. net per occupant
Kitchen – Commercial	200 sq. ft. gross per occupant
Mercantile Mercantile storage, stock, shipping areas	60 sq. ft. gross per occupant 300 sq. ft. gross per occupant
Office	100 sq. ft. gross per occupant

Section 1004 of the Building Code provides the following:

DESIGN OCCUPANT LOAD: In determining means of egress requirements, the number of occupants for whom means of egress facilities shall be provided and determined in accordance with Table 1004.1.2. Where a building contains two or more occupancies, the means of egress requirements shall apply to each portion of the building based on the occupancy of that space.

FIXED SEATING: For areas having fixed seats and aisles, the occupant load shall be determined by the number of fixed seats installed therein. The occupant load for areas

in which fixed seating is not installed, such as waiting spaces and wheelchair spaces, shall be determined in accordance with Table 1004.1.2 and added to the number of fixed seats. For areas having fixed seating without dividing arms, the occupant load shall not be less than the number of seats based on one person for each 18-inch of seating length. The occupant load of seating booths shall be based on one person for each 24-inch of booth seat length measured at the backrest of the seating booth. Outdoor yards, patios, courts, and similar areas shall be included in determining the total occupant load.

This information should be used by the applicant to work out a proposed occupant load, compatible with available parking, prior to going to Building and Safety Division during plan check counter hours.

COUNTY DISTRICT OFFICES		
ANTELOPE VALLEY 335A East Avenue K-6 Lancaster, CA 93535 (661) 524-2390	LA PUENTE 16005 East Central Avenue La Puente, CA 91744 (626) 961-9611	SOUTHWEST 1320 West Imperial Highway Los Angeles, CA 90044 (323) 820-6500
CALABASAS 26600 Agoura Road, Suite 110 Calabasas, CA 91302-1954 (818) 880-4150	LOMITA 24320 South Narbonne Avenue Lomita, CA 90717 (310) 534-3760	SOUTH WHITTIER 13523 Telegraph Road Whittier, CA 90605 (562) 946-1390
CARSON 701 East Carson Street Carson, CA 90745 (310) 952-1766	SAN GABRIEL VALLEY 125 South Baldwin Avenue Arcadia, CA 91007 (626) 574-0941	UNIVERSAL 100 Universal City Plaza Universal City, CA 91608 (818) 762-6284
EAST LOS ANGELES 4801 East 3rd Street Los Angeles, CA 90022 (323) 881-7030	SANTA CLARITA 23757 Valencia Boulevard Valencia, CA 91355 (661) 222-2940	CENTRAL OFFICE 900 South Fremont Avenue 3rd Floor Alhambra, CA 91803 (626) 485-3173

FORM A

Application for Determination of Assembly Use Parking Requirements Worksheet - Occupant Load

APPLICANT	Name:	
	Address:	
	Phone:	

AGENT	Name:	
	Address:	
	Phone:	

PROJECT INFO	Address:	
	AIN:	
	Proposed Use:	
	Current Use:	

This application must be completed and submitted with four (4) sets of conceptual plans marked parking, Exhibit A, in order to obtain a determination of occupant load from Building and Safety Division pursuant to the Los Angeles County Code Title 22 (Planning and Zoning) Section 22.52 Part 11.

Assembly areas are to be designated as A, B, or C, etc., with the proposed dimensions, use, and occupant load of each area clearly indicated on the plans and on page 2 of this form. Proposed seating layouts should be shown where applicable.

For additional information on completing this form and obtaining a determination of occupant load, see "Instruction for Determining Parking Requirements."

The submitted plans will be reviewed and the assembly occupant load will be determined. This determination is for proposed parking requirements only and does not exempt the applicant from compliance with any plan check, permit, or inspection requirements under Los Angeles County Building Code.

Return three copies of this signed form and Exhibit A to the Department of Regional Planning.

Return three copies of this signed form and Exhibit A to the Department of Regional Planning to be completed by applicant				To be completed by Building Official	
Area	Use	Area (sq. ft.)	Proposed Occupant Load	Min. Occupant Load	Determined Occupant Load
A					
B					
C					
D					
E					
F					
G					
H					

Proposed Occupant Load	
Proposed Minimum Occupant Load	
Total Assembly Occupant Load Determined by Building Official	

Minimum Accessible Parking Requirements (Table 11B-208.2)~					
# Of Parking Spaces	# Of Accessible Parking Spaces	# Of Parking Spaces	# Of Accessible Parking Spaces	# Of Parking Spaces	# Of Accessible Parking Spaces
1-25	1	101-150	5	401-500	9
26-50	2	151-200	6	501-1,000	*
51-75	3	201-300	7	1,001 & Over	**
76-100	4	301-400	8		

- ~ One in every 6 accessible spaces, but not less than 1, shall be van accessible space.
- Van accessible spaces shall be 9-ft. wide with an 8-ft. access aisle on the passenger side or 12-ft. wide with a 5-ft. access aisle on the passenger side.
 - Other accessible spaces shall be a minimum width of 9-ft. and length of 18-ft. with a 5-ft access aisle.
- * Two percent of total
 ** Twenty, plus one for each 100, or fraction thereof, over 1,000

Determination of Assembly Occupant Load	
Occupancy Classification	_____
Total Occupant Load	_____
By (Print Name)	_____
Signature	_____
Date	_____

District Office Stamp