Issue: Develop a policy to use the exception to IBC 1004.1.2 to eliminate the requirement for an accessible route to a storage level (2nd floor in a 2-story building or mezzanine in a 1-story building).

Interpretation: IBC Section 1104.4, Exception 4 exempts stories that have five or fewer occupants and no public use from the requirement for an accessible route. As an exception to the occupant load calculation method found in IBC Chapter 10, the actual number of occupants for a space may be submitted for evaluation by the Building Official. Supportive data must be submitted by the owner or owner’s agent of the space. The Building Official will determine if the submittal is reasonable and acceptable.

The owner or owner’s agent must submit a letter requesting the actual occupant load to be permitted for the design occupant load. The letter must include the following:

- The size in square feet of the area(s) and the occupant load(s) per IBC Table 1004.1.2.
- Maximum actual occupant load that is anticipated in each separate applicable space.
- Purpose of this request (For the purpose of the exception for the accessible route per IBC Section 1104.4, Exception 4.)
- Statement that the story does not contain public use space.
- Owner's acknowledgement with their notarized signature.

The letter shall be submitted to the plan reviewer. The plan reviewer will send it on to the Accessibility Technical Lead for review and acceptance. If accepted, the permit scope of work description shall state that the actual occupant load, per the owner, is being used for accessibility only per their letter dated __________.

The letter shall be scanned by Records with the building permit.