CITY OF CANTON
BUILDING & SAFETY SERVICES

MAXIMUM OCCUPANCY SIGNS

1. Where required.
Rooms having an occupancy load of 50 or more where fixed seating is not installed, and which are used for classroom, assembly or similar purpose, shall have the maximum occupancy capacity of the room posted on an approved sign adjacent to the main exit from the room. Additional signs may be required as deemed necessary by the City of Canton Building & Safety Services for rooms without a distinct main exit or multiple main exits.

2. Sub-dividable rooms.
Rooms with areas that are sub-dividable into smaller separated rooms or sub-suites, each with occupancy loads of 50 or more persons, shall have room capacity signs posted by the main exit for each separate room or suite in addition to the signs indicating total capacity for the undivided main room or suite. Signs may combined to indicate both capacities.

3. Sign construction.
Signs shall be constructed of durable materials, with minimum of 1-inch block letters and numbers, on a contrasting background so as to be readily visible. The number of occupants permitted for each room use and the room identification for each separate room area (where provided) shall be included on the sign. Allowable smaller lettering shall be a minimum of 3/8-inch block lettering.

4. Sign placement .
The sign shall be located in a conspicuous location within the room, adjacent to the main exit, so as to not be obstructed by doors, curtains, poster board stands, furniture, room dividers, or similar items. The sign shall be posted not more than 60-inch nor less than 48-inch above the floor.

5. Sign maintenance.
All occupancy capacity signs shall be maintained legible by the owner or the owner's authorized agent.

EXAMPLES:

a) **FIGURE 1   (Single room)**

MAXIMUM ROOM
CAPACITY _____ PERSONS

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(I -inch size)

(3/8 -inch size)

b) **FIGURE 2   (Multiple rooms - UNDIVIDED)**

GRAND BALLROOM
CAPACITY _____ PERSONS

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c) **FIGURE 3   (Multiple rooms – DIVIDED)**

ROOM A
CAPACITY _____ PERSONS

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