The Governor of Missouri issued an order in April 2020 concerning occupancy in businesses during COVID-19. We have received several calls requesting what the occupancy is for various businesses in our District. We have not tracked occupancy numbers in a database but wanted to provide some guidance.

1. The occupancy of a building is based on the occupant’s square footage and an occupant density established in the 2018 Edition of the International Building Code Chapter 10 Table 1004.5. The space was likely built under a different code but the occupancy load was calculated the same way. The older codes may have had slightly different values for occupant density.

2. The occupancy is listed as “calculated occupancy” or “occupancy load” on the “Code Block” of the building plans if by some chance they are handy. The Code Block is normally on the first few pages of the plans, often on sheets that are numbered beginning with the letter “A” such as A1, A-1 or A-101.

3. The occupancy load may be posted at or near the entrance to the facility.

4. In absence of any other information from the architect that designed the plans for the space, we have attached Table 1004.5 for reference. To approximate the occupancy of the space, divide the building square footage by the most applicable number for their use. “Gross” means total square feet of the space, “Net” means the square footage of the space minus the space taken up by obstacles (walls, cabinets, counters, furniture, etc.). For the purposes of the Governor’s order, it is a reasonable approximation to divide the occupancy square footage by the value in Table 1004.5

**SQ FT of Occupancy / Value From Table 1004.5 = Approximate Occupancy**

*NOTE: This approximation guide is an approximation tool for use only with respect to the Missouri Governor’s Order pertaining to calculation of occupancy load within a commercial structure prior to COVID-19. Per the Governor’s Order, COVID-19 occupancy shall be reduced by the factors set in the Governor’s Order. Nothing in this guide should be interpreted as allowing an increase in calculated occupant load as determined by the building’s/occupancy’s design professional of record.*