

## **Fire Inspection and Occupant Load Request**

**Instructions:** Businesses requesting an occupant load from the Fire Marshal must schedule an annual fire inspection and the occupant load numbers will be provided as part of the fire inspection.

**Occupant Load Definition (NFPA 101):** Total number of persons that might occupy a building or portion thereof at any one time.

**To schedule a fire inspection** (including occupant load request):

- Call the Fire Marshal's Office at **304.696.5960** and leave a voicemail.
- Fire Marshal will return call within 24-48 hours to schedule.

**Prior to scheduling a fire inspection you must have the following:**

- Valid Certificate of Occupancy
- Valid COH Business License
- Valid Cabell-Huntington Health Department Health Permit

### **COVID-19 Guidelines**

- After receiving the occupant load from the Fire Marshal, you must contact the Cabell-Huntington Health Department (CHHD) to obtain allowable occupancy number meeting the Governor's guidelines to re-open businesses.
  - CHHD Contact Information:
    - Phone: 304.523.6483
    - Website: <https://cabellhealth.org/>
  - Office of the Governor: <https://governor.wv.gov/Pages/The-Comeback.aspx>