



# Town of Barnstable Building Department Services

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## Occupancy Limits for Businesses Re-Opening

This 4 step guide will assist Business Owners and Town Employees in determining how to meet occupancy limit percentages set by the Commonwealth of Massachusetts during the phased approach to reopening.

The purpose of this guide is to help establish the total number of occupants allowed in a building under normal circumstances. With that information you will be able to determine how many people to allow into your business as percentages increase.

1. Determine the square footage of the interior of the business by multiplying:
  - a. Length X width = \_\_\_\_\_
  - b. If there are multiple areas - multiply each area then add them together for a total
2. Determine what type of business you have
  - (A) Assembly Use = number found on current certificate of inspection
  - (B) Business Use (office, or restaurant/bar with room for less than 50 people)
  - (E) Education K-12
  - (E) Education daycare
  - (M) Mercantile (retail)
  - (R) Residential (hotel, motel, boarding houses)

*NOTE: Contact the building division if you need assistance with this step (508) 862-4038*

3. Once you determine square footage enter it below (Sq. ft.) and divide by the formula Provided
  - a. Type of square footage
    - a. Gross = The total area
    - b. Net = The total area minus fixed features (counters and display cases)

Business Use	Gross Sq. Ft.	_____	÷ 100	= _____	Total
Education (K-12) Use	Net Sq. Ft.	_____	÷ 20	= _____	Total
Education (daycare) Use	Net Sq. Ft.	_____	÷ 35	= _____	Total
Mercantile (retail) Use	Gross Sq. Ft.	_____	÷ 60	= _____	Total
Residential Use	Gross Sq. Ft.	_____	÷ 200	= _____	Total

4. Using the "Total" number from above determine what percentage occupancy is allowed.

*The following example is intended to find 25% of total occupancy – and can be adjusted to find any percent as needed by replacing 25 w/ new % number*

Example for Finding Percentages

Multiply the total occupancy (100) X 25 (Percent) = 2500  
 2500 (answer) ÷ 100 = 25 total occupants