

**SINGAPORE CIVIL DEFENCE FORCE  
FIRE SAFETY AND SHELTER DEPARTMENT**

**HQ SINGAPORE CIVIL DEFENCE FORCE  
91 Ubi Avenue 4 Singapore 408827  
Website: <http://www.scdf.gov.sg>**



Please quote our ref. no. in all future correspondences

CD/FSSD/12/01/03/04

DID: 68481407

FAX: 68481493

05 Jan 2009

Registrar, Board of Architects (BOA)  
Registrar, Professional Engineers Board (PEB)  
President, Singapore Institute of Architects (SIA)  
President, Institution of Engineers, Singapore (IES)  
President, Association of Consulting Engineers, Singapore (ACES)

Dear Sir/Mdm

**OCCUPANT LOAD CALCULATION FOR CHANGE OF USE**

It was brought to FSSD's attention that some QPs did not submit calculation of occupant load for projects involving change of use.

2. This circular serves to remind QP on the need to calculate occupant load for proposal involving change of use that result in increase in occupant load. The calculation is to ensure that the exit capacity of the existing exits/exit staircases is still able to accommodate the increase in occupant load.
3. This circular shall take immediate effect. Please convey the contents of this circular to members of your Institution/Association/ Board. The circular is also available in CORENET-e-Info: <http://www.corenet.gov.sg/einfo>.
4. For any inquiry or clarification, please contact Maj Choh Choon Jin at tel. no. 68481454 or email address [Choh\\_Choon\\_Jin@scdf.gov.sg](mailto:Choh_Choon_Jin@scdf.gov.sg).



ISO 9001:2000 Cert.No.: 2149

A PROUD MEMBER OF THE HOME TEAM



Yours faithfully,

(transmitted via e-mail)

Poon Keng Soon  
Secretary, FSSD Standing Committee  
for Commissioner  
Singapore Civil Defence Force

cc

All members of FSSD Standing Committee  
President, REDAS  
President, IFE  
President, SISV  
CEO, BCA  
CEO, URA  
CEO, HDB  
CEO, PSA  
CEO, JTC  
CE, LTA  
CE, TUV SUD PSB – (Attn : Ms Tan Chiew Wan/Mr. Lau Keong Ong)  
CE, SPRING Singapore – (Attn : Mr. Teo Nam Kuan)