LOGANVILLE FIRE DEPARTMENT

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Personal Care Homes
Certificate of Occupancy Procedures

This is not all-inclusive, but a guide for what is required for plan review and issuance of Certificate of Occupancy

Definition: A facility license by the Georgia Department of Community Health as a personal care home. A personal care home is further defined as any dwelling, whether operated for profit or not, which undertakes through its ownership or management to provide or arrange for the provision of housing, food service, and one or more personal services for two or more adults who are not related to the owner or administrator by blood or marriage. (Personal Care Homes not designated as an "Assisted Living Community" or a "Memory Care Unit" shall meet the provisions of Chapter 32 or 33, as applicable for Residential Board and Care Occupancies of NFPA 101, Life Safety Code, as adopted by this Chapter 120-3-3. See the definition for "Residential Board and Care Occupancies" in 120-3-3-.03

Codes to follow: Current adopted editions as modified by the state of Georgia
International Fire Code, NFPA 101 Life Safety Code, International Building Code, American with Disability Act, NFPA 10, 13, 17, 70, 72, 96,

Definitions: NFPA 101 Life Safety Code

3.3.205.12 * Residential Board and Care Occupancy.
An occupancy used for lodging and boarding of four or more residents, not related by blood or marriage to the owners or operators, for the purpose of providing personal care services. (SAF-BCF)

3.3.223 * Personal Care.
The care of residents who do not require chronic, convalescent medical or continuous skilled nursing care. (SAF-BCF)

3.3.229 Point of Safety.
A location that (a) is exterior to and away from a building; or (b) is within a building of any construction type protected throughout by an approved automatic sprinkler system and that is either (1) within an exit enclosure meeting the requirements of this Code, or (2) within another portion of the building that is separated by smoke barriers in accordance with Section 8.5 having a minimum 1⁄2-hour fire resistance rating, and that portion of the building has access to a means of escape or exit that conforms to the requirements of this Code and does not necessitate return to the area of fire involvement; or (c) is within a building of Type I, Type II (222), Type II (111), Type III (211), Type IV, or Type V (111) construction (see 8.2.1.2) and is either (1) within an exit enclosure meeting the requirements of this Code, or (2) within another portion of the building that is separated by smoke barriers in accordance with Section 8.5 having a minimum 1⁄2-hour fire resistance rating, and that portion of the building has access to a means of escape or exit that conforms to the requirements of this Code and does not necessitate return to the area of fire involvement. (SAF-BCF)

3.3.251 Residential Board and Care Resident.
A person who receives personal care and resides in a residential board and care facility. (SAF-BCF)

3.3.284 Staff (Residential Board and Care).
Persons who provide personal care services, supervision, or assistance. (SAF-BCF)

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1. Email a set of plans to the Planning & Development department via our website: www.loganville-ga.gov

2. The plan is a layout of the floorplan with each room labeled according to the intended use. Either provide dimensions of each room or the plan must be drawn to a common scale (i.e. 1/8" = 1'0").

3. Site plan approval is required to include an assessment of the hydrant coverage, fire flow test, and fire department access.

4. Plans shall bear the stamp of a Georgia Registered Architect, OCGA § 43-4-14.

5. An automatic fire protection sprinkler system shall be required in facilities with more than 7 (seven) residents. To include Personal Care Homes, Residential Board and Care, and Community Living Arrangements. In conversions, sprinklers shall not be required in small board and care homes, including personal care homes and community living arrangements serving six or fewer residents when all occupants have the ability as a group to move reliably to a point of safety within three minutes. Per NFPA 101 Life Safety Code 32.2.3.5.2 and Georgia State Modifications.

6. Provide a fire flow test utilizing the closest/serving fire hydrant. One means to obtain the flow test is to contact the serving water system.

7. NFPA 101 32.7.1 Emergency Planning and Preparedness. Residential board and care facilities (Group I-1 and R-4 occupancies), including personal care homes and community living arrangements shall develop policies, procedures, plans, staff training, safety practices, and emergency egress and relocation drills for the protection of life prior to and during an emergency condition in accordance with Sections 4.7, 4.8 and 4.9.

8. Emergency egress and relocation drills shall be conducted not less than six times per year on a bimonthly basis, with not less than two drills conducted during the night when residents are sleeping, as modified by 32.7.3.5 and 32.7.3.6.

9. NFPA 101 32.7.6 Staff shall be on duty and in the facility at all times when residents requiring evacuation assistance are present.

10. NFPA 101 32.7.8 Integrated fire protection and life safety systems shall be tested in accordance with 9.11.4.1

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Small Facilities: Up to and including 6 (six) Clients

- NFPA 101 32.2.3.2.6 Residential cooking appliances such as stoves (a maximum of four surface burners or cooking elements) and griddles shall be protected by a listed self-contained residential fire suppression system located in residential hoods over each cooking surface, with the exhaust hood vented directly to the outside. Automatic disconnects of the fuel source or power source shall be provided. Commercial cooking appliances including fryers shall be protected in accordance with 9.2.3 and shall not be required to have openings protected between food preparation areas and dining areas.

- NFPA 101 32.2.3.2.6.1 Subject to the approval of the authority having jurisdiction, the protection of residential cooking equipment shall not be required in buildings protected by an automatic sprinkler system as provided in 32.2.3.5 with a sprinkler head positioned to cover the cooking appliance. The protection authorized by 32.2.3.5.5 is acceptable for purposes of this section, provided, however, exhaust hood shall still be required to be vented to the outside.

- 32.2.3.2.4 Any hazardous area that is on the same floor as, and is in or abuts, a primary means of escape or a sleeping room shall be protected by one of the following means:
  (1) Protection shall be an enclosure having a minimum 1-hour fire resistance rating, in accordance with 8.2.3, and an automatic fire detection system connected to the fire alarm system provided in 32.2.3.4.1.
  (2) Protection shall be automatic sprinkler protection, in accordance with 32.2.3.5, and a smoke partition, in accordance with Section 8.4, located between the hazardous area and the sleeping area or primary escape route, with any doors in such separation self-closing or automatic-closing in accordance with 7.2.1.8.

- Evacuation plan posted (location of Evacuation plan must be shown on plans)

- Fire extinguisher location (Minimum 2A10BC) tagged by a licensed extinguisher company

- A fire alarm system shall be provided in accordance with Section 9.6. NFPA 101 Life Safety Code 32.2.3.4.1
  1. Each sleeping room shall be provided with an approved smoke alarm in accordance with 9.6.2.10.
  2. Additional smoke alarms shall be installed in all living areas, as defined in 3.3.24.5.
  3. Strobe alarms shall be used when required by the needs of the resident 32.2.3.4.5.5
  4. Where required by another section of this *Code*, the following functions shall be actuated:
     (1) Release of hold-open devices for doors or other opening protectives
     (2) Stairwell or elevator shaft pressurization
     (3) Smoke management or smoke control systems

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(4) Unlocking of doors
(5) Elevator recall and shutdown
(6) HVAC shutdown

- Carbon monoxide alarms or carbon monoxide detectors in accordance with Section 9.12 and 32.2.3.4.4 shall be provided in new, small board and care facilities where either of the following conditions exists:
  1. Where small board and care facilities have communicating attached garages, unless otherwise exempted by 32.2.3.4.4.3 NFPA 101 Life Safety Code
  2. Where small board and care facilities contain fuel-burning appliances or fuel-burning fireplaces

- Sleeping rooms, other than those complying with 32.2.2.3.2 or 32.2.2.3.3, and living areas in facilities without a sprinkler system installed in accordance with 32.2.3.5 shall have a second means of escape consisting of one of the following:
  (1) Door, stairway, passage, or hall providing a way of unobstructed travel to the outside of the dwelling at street or the finished ground level that is independent of, and remotely located from, the primary means of escape
  (2) Passage through an adjacent nonlockable space independent of, and remotely located from, the primary means of escape to any approved means of escape

- Outside window or door operable from the inside, without the use of tools, keys, or special effort, that provides a clear opening of not less than 5.7 ft^2 (0.53 m^2), with the width not less than 20 in. (510 mm), the height not less than 24 in. (610 mm), and the bottom of the opening not more than 44 in. (1120 mm) above the floor, with such means of escape acceptable, provided that one of the following criteria is met:
  (a) The window is within 20 ft (6100 mm) of the finished ground level.
  (b) The window is directly accessible to fire department rescue apparatus, as approved by the authority having jurisdiction.
  (c) The window or door opens onto an exterior balcony.

- Windows having a sill height below the adjacent finished ground level that are provided with a window well meeting the following criteria:
  (a) The window well has horizontal dimensions that allow the window to be fully opened.
  (b) The window well has an accessible net clear opening of not less than 9 ft^2 (0.84 m^2), with a length and width of not less than 36 in. (915 mm).
  (c) A window well with a vertical depth of more than 44 in. (1120 mm) is equipped with an approved permanently affixed ladder or with steps meeting the following criteria:
    i. The ladder or steps do not encroach more than 6 in. (150 mm) into the required dimensions of the window well.
    ii. The ladder or steps are not obstructed by the window.

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iii. Ladders or steps that comply with the requirements of 32.2.2.3.1(4)(c)(i) and 32.2.2.3.1(4)(c)(ii) are exempt from the requirements of 7.2.2.

Large Facility : Seven or more clients

- An approved Automatic Fire Sprinkler System shall be provided
- NFPA 72 Fire Alarm System, monitored by a UL central station, shall be provided
- Emergency lighting shall be provided in all areas unless each resident room exits directly outside.
- Residential cooking appliances protected by a listed self-contained residential fire suppression system located in a residential hood over each cooking surface, with the exhaust hood vented directed to the outside and automatic disconnects of the fuel source or power source. When ready, request appropriate field inspections from the Planning & Development department and the Fire Marshal's Office. A Certificate of Occupancy (CO) will be issued once all Fire Marshal and Planning inspections have been passed. Contact the Planning & Development department to obtain the CO.
- 32.3.3.4.2 Fire Alarm Initiation.
    - The required fire alarm system shall be initiated by each of the following:
      (1) Manual means in accordance with 9.6.2
      (2) Manual fire alarm box located at a convenient central control point under continuous supervision of responsible employees
      (3) Required automatic sprinkler system
      (4) Required detection system
- Approved smoke alarms shall be installed in accordance with 9.6.2.10 inside every sleeping room, outside every sleeping area in the immediate vicinity of the bedrooms, and on all levels within a resident unit.
- Carbon monoxide detectors in accordance with Section 9.12 and 32.3.3.4.9 shall be provided where any of the following conditions exist:
      (1) Where facilities have communicating attached garages, unless otherwise exempted by 32.3.3.4.9.3
      (2) Where fuel-burning appliances or fuel-burning fireplaces are in the facility

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- Where required by 32.3.3.4.9.1, carbon monoxide detectors shall be installed in all of the following locations:
  1. Within rooms containing fuel-burning appliances or fuel-burning fireplaces, unless otherwise exempted by 32.3.3.4.9.4
     a. Centrally located within occupiable spaces served by the first supply air register from a fuel-burning HVAC system
     b. On every occupiable level
     c. Within adjacent communicating occupiable spaces to an attached garage, unless otherwise exempted by 32.3.3.4.9.3

- Carbon monoxide detectors as specified in 32.3.3.4.9.1(1) shall not be required in the following locations:
  (1) In garages
  (2) Within facilities with communicating attached garages that are open parking structures as defined by the building code
  (3) Within facilities with communicating attached garages that are mechanically ventilated in accordance with the mechanical code

- NFPA 101 32.3.2.4.1 Means of egress shall comply with the following, except as otherwise permitted by 32.3.2.4.2:
  (1) The number of means of egress shall be in accordance with Section 7.4.
  (2) Not less than two separate exits shall be provided on every story.
  (3) Not less than two separate exits shall be accessible from every part of every story.

- NFPA 101 32.3.3.5.1 All buildings shall be protected throughout by an approved automatic sprinkler system installed in accordance with 9.7.1.1(1) and provided with quick-response or residential sprinklers throughout.

- NFPA 101 32.3.3.8 Cooking Facilities.
  Cooking facilities shall be protected in accordance with 9.2.3, unless otherwise permitted by 32.3.3.8.2, 32.3.3.8.3, or 32.3.3.8.4.

- NFPA 101 32.3.2.9 Emergency lighting in accordance with Section 7.9 of this Code, and shall be provided in means of egress and common areas in all residential board and care occupancies, unless each sleeping room has a direct exit to the outside at finished ground level.