

RESIDENTIAL CARE HOME APPLICATION INFORMATION AND DRAWING REQUIREMENTS

June 30, 2010

To: Residential Care Home Operators
Re: Building Permits for Residential Care Homes

Houses that accommodate outsiders where residential care services are provided are classified as Care or Detention occupancies under the *National Building Code of Canada* (NBC).

Residential Care Homes will include the following:

- Approved Homes (*The Mental Health Services Act*)
- Personal Care Homes (*The Personal Care Homes Act*)
- Children's Custodial Homes (*The Child and Family Services Act*)
- Custodial Homes (*The Young Offenders Act*)
- Convalescent Homes (*The Personal Care Homes Act*)
- Group Homes (*The Residential Services Act or The Housing and Special-care Homes Act*)
- Maternity Homes (*The Residential Services Act*)
- Nursing Homes (*The Housing and Special-care Homes Act*)
- Private Services Homes (*The Residential Services Act*)
- Residential Service Facility (*The Residential Services Act*)
- Special Care Homes (*The Housing and Special-care Homes Act*)
- Transition Homes (*The Residential Services Act*)
- Treatment Centres (*The Alcohol and Drug Abuse Act*)
- Young Offenders' Homes (*The Young Offenders Act*)

The NBC has strict requirements for these types of occupancies due to the nature of care being provided. However, the NBC has granted a relaxation of code requirements for houses classified as one unit dwellings that have sleeping accommodation for not more than 10 persons, including the caregiver and his/her family. This relaxed set of NBC requirements is outlined on pages 2 and 3 attached.

Where construction, alterations or renovations to a building will be undertaken, a building permit is required for all occupancies including Residential Care Homes.

Where no construction is being undertaken, a building permit is required for the conversion of an existing one unit dwelling to a Residential Care Home for:

- All Personal Care Homes
- All of the other types of Residential Care Homes listed above where accommodations are provided for more than 5 residents. These Residential Care Homes may require discretionary use approval according to the Zoning Bylaw.

To apply for a building permit, please complete the Commercial Building Permit Application form (available on our website). Please see page 3 attached for a list of drawings that are required to be submitted in support of your building permit application. If additional information is required on the building permit application procedure, please call our office at (306) 975-2894 or 975-2835, or visit our website at www.saskatoon.ca.

When a building permit is applied for, the application and drawings will be circulated to the following:

1. Planning and Development Branch to formally confirm and approve that the zoning of the area can accommodate the Residential Care Home. If care is provided for more than 5 residents, discretionary use approval may be required.
2. Infrastructure Services to review the sprinkler system, where required/provided.
3. Building Standards Branch to review compliance with the National Building Code of Canada.

Work is NOT to proceed on the conversion of the house to a Residential Care Home before the building permit is approved and issued. This may avoid any additional costs that may arise if the work is done incorrectly.

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The following is a **MINIMUM** list of code requirements of the 2005 NBC, UBASA Regulations and the Saskatoon Fire and Protective Services Department. There may be other requirements or exceptions to the requirements that are not listed here. **IT IS THE RESPONSIBILITY OF THE DESIGNER TO ENSURE THAT ALL CODE REQUIREMENTS FOR A SPECIFIC PROJECT ARE REFLECTED ON THE DRAWINGS SUBMITTED FOR BUILDING PERMIT. ALL DRAWINGS MUST BE PREPARED BY A PERSON COMPETENT IN THE REQUIREMENTS OF PART 9 OF THE NBC.**

*Please note that the Building Standards Branch will review building permit applications for compliance with the above criteria and the relevant Building Codes only. The owner is responsible for ensuring that all other applicable requirements from the legislation (ie. the Acts and Regulations) governing each type of residential care home are met and that a building permit is obtained for construction related to these requirements.

OCCUPANCY

- A care home is permitted to be classified as a residential occupancy if the occupants live in a dwelling unit used as a single housekeeping unit with sleeping accommodation for not more than 10 persons. This includes the caregiver and his/her family. **This only applies to Residential Care Homes that are located in detached single family homes, or one unit dwellings.**

SMOKE ALARMS

- Interconnected smoke alarms must be installed in each sleeping room.
- At least one smoke alarm shall be installed on each storey of a dwelling unit.
- On any storey of a dwelling unit containing sleeping rooms, a smoke alarm shall be installed in a location between the sleeping rooms and the remainder of the storey, and if the sleeping rooms are served by a hallway, the smoke alarm shall be located in the hallway.
- Smoke alarms shall be installed with permanent connections to an electrical circuit and shall have no disconnect switches between the overcurrent device and the smoke alarm.
- Smoke alarms shall be wired so that the actuation of one smoke alarm will cause all smoke alarms within the dwelling unit to sound.

EMERGENCY LIGHTING

- Emergency lighting shall be provided to an average level of illumination not less than 10 lx at floor or tread level on all levels of the home.

SPRINKLER SYSTEM

- A sprinkler system is required if any occupants are not *ambulatory*.

Ambulatory is defined as being able to walk and to ascend and descend stairs without needing assistance from another person or from assistive devices such as a wheelchair or walker. All permits for Residential unsprinklered care homes issued are subject to all residents meeting this definition of ambulatory.

FIRE EXTINGUISHERS

- A minimum of a 2A10BC portable fire extinguisher is required in the kitchen and furnace room area of the home.

EMERGENCY EVACUATION PLAN

- An emergency evacuation plan must be in place for review by the Fire and Protective Services Department.

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EXITS

- In most cases, one exit from each building area is acceptable by Building Code.
- Locking, latching and other fastening devices on the principal entrance door to the care home, as well as on every exit door, shall permit the door to be readily opened from the inside without requiring keys, special devices or specialized knowledge of the door opening mechanism.
- Bedroom windows must be openable and provide unobstructed openings with areas not less than 0.35 m² and with no dimension less than 380 mm.
- Openable windows are not required if bedroom door provides access directly to the exterior or the building is sprinklered.

FURNACE ROOM

- Furnaces are to be enclosed by walls having a fire-resistance rating of not less than 30 minutes.

CARBON MONOXIDE ALARMS

- Carbon monoxide alarms are required in all homes that contain a fuel-burning appliance (including furnaces, water heaters, and fireplaces) or a storage garage as per Article 9.32.3.9 of the NBC 2005.

SLEEPING ACCOMMODATION FOR UP TO 20

- A one unit dwelling divided by a firewall may provide sleeping accommodation for up to 10 persons on each side of the firewall if access (ie. door/protected opening) is provided through the firewall.
- A firewall must be constructed of masonry or concrete and shall extend from the foundation up to the roof with 150 mm parapets extending through the roof. A firewall is required to be designed under Part 4 of the NBC, as such the firewall design shall be signed and sealed by an architect or engineer licensed to practice in the province of Saskatchewan. A corresponding Commitment for Field Review letter is also required to be submitted.
- The entire building must be protected by an automatic fire suppression system (sprinklers).
- A fire alarm system is required if there is sleeping accommodation for more than 10 persons.

DRAWING REQUIREMENT CHECKLIST

Please ensure the following drawings are provided in addition to the "Commercial Building Permit Application".

	Two complete sets of the following plans. Drawings must be scalable or have dimensions provided.
	Site plan including parking
	Floor plans of all levels of the home, with rooms and spaces clearly labeled
	Existing and new wall, floor and ceiling construction details
	Locations of residents receiving care in the home
	Locations of smoke detectors, carbon monoxide alarms, emergency lighting, exits, etc.
	Window sizes in all bedrooms
	Sprinkler system drawings (where required) that are signed and sealed by an engineer licensed to practice in the province of Saskatchewan
	Fire alarm system drawings (where required) that are signed and sealed by an engineer licensed to practice in the province of Saskatchewan
	Firewall drawings (where required) that are signed and sealed by an architect or engineer licensed to practice in the province of Saskatchewan. A corresponding Commitment for Field Review letter is also required to be submitted.