

WHAT IS AN ALTERNATIVE FAMILY CARE HOME?

An Alternative Family Care Home (AFCH) is a single housekeeping unit where care is provided to residents where there is not more than one other dwelling unit in the building. An AFCH accommodates occupants receiving residential care services that are classified as either residential or care occupancies under the *National Building Code of Canada* (NBC). Alternative Family Care Homes were previously referred to as Residential Care Homes by Building Standards.

AFCH will include occupancies governed by the following:

The Mental Health Services Act

- Approved home
- Approved facility providing care service without treatment
- In-patient facility providing care service without treatment

The Personal Care Homes Act

- Convalescent home
- Hospice home
- Personal care home

The Youth Justice Administration Act

- Custodial home
- Place of open custody

The Youth Drug Detoxification and Stabilization Act

- Detoxification home without treatment
- Detoxification facility without treatment

The Residential Services Act

- Approved private-service home
- Approved home
- Boarding home
- Custodial residence
- Detoxification home without treatment
- Emergency shelter
- Group home / Group living home
- Maternity home
- North View home / South View home
- Nursing home
- Palliative care facility
- Private-service home
- Residential service facility
- Respite home
- Special-care home
- Transition house

Any other home or building similar to those found within the acts where care is provided

The NBC has strict requirements for these types of occupancies due to the nature of care being provided. However, the Building Code Regulations (BCR) 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. Alternative family care homes with 5 or fewer occupants-in-care and 10 or fewer total occupants are permitted to be classified as residential occupancies within the application of Part 9. Alternative family care homes with 6 or more occupants-in-care and 10 or fewer total occupants are permitted to be classified as residential occupancies within the application of Part 3.

WHEN IS A BUILDING & DEVELOPMENT PERMIT REQUIRED?

A *Building and Development Permit Application* is required for the conversion of an existing one unit dwelling to an AFCH.

Where construction, alterations or renovations to an AFCH will be undertaken, including new builds, additions, basements, decks, ramps, garages, and accessory buildings; a *Building and Development Permit Application* is required.

An AFCH is considered Type B Residential for application purposes.

One application can be submitted for multiple scopes of work for one AFCH.

An AFCH with more than 5 occupants in care may require discretionary use approval according to the Zoning Bylaw. In these cases discretionary use approval will be required prior to applying for a *Residential Building and Development Permit Application*. For more information regarding the discretionary use approval process please contact Development Review Section at (306)975-2645.

WHO REVIEWS THE APPLICATIONS?

All AFCH applications will be circulated to the following review groups:

- **Development Review Section** to confirm and approve that the zoning of the area can accommodate the AFCH. A discretionary use application may be required according to the Zoning Bylaw where care is provided for more than 5 occupants. The following is a guideline only – consult with the Planning Review Section:
 - **Type I** – Number of persons receiving care, excluding staff, does not exceed 5.
 - **Type II** – Number of persons receiving care, excluding staff is more than 5 and not more than 15. This is a permitted use in RM2, RM3, RM4, RM5 and all M zoning districts, but requires discretionary use approval in all other R zoning districts (excluding the Ra1 and RMHC zoning districts).
 - **Type III** – Number of persons receiving care, excluding staff, is more than 15. This is a permitted use in RM5, M3 and M4 zoning districts, but requires discretionary use approval in RM2, RM3, RM4 and M2 zoning districts.
- **Construction and Design** to review sprinkler system, when required/provided.
- **Transportation** to review new or altered driveway crossings, if applicable.
- **Building Standards** to review compliance with the National Building Code of Canada. Review for Energy Compliance is also completed if it is a new building.
 - **Residential Review Group** reviews Part 9 (5 or fewer occupants-in-care and 10 or fewer total occupants) AFCH's.
 - **Commercial Review Group** reviews Part 3 (6 or more occupants-in-care and 10 or fewer occupants) AFCH's.

WHAT INFORMATION IS REQUIRED TO BE SUBMITTED?

The *Building & Development Permit Application* form must be filled out in full. Drawings must be scalable or have dimensions provided. One complete set of plans are required that indicate the following information for conversions, new buildings and additions:

- Site plan (see Figure 1 and Figure 2)
- Existing and new wall, floor and ceiling construction details
- Floor plans of all levels of the home, with rooms and spaces clearly labeled
- Locations of occupants in-care in the home
- Window sizes in all bedrooms
- Firewall drawings (when required), signed and sealed by an architect or engineer, and
- Commitment for Field Review - Structural
- Location of smoke alarms, heat detectors, carbon monoxide alarms, emergency lights, exits, etc.
- Sprinkler system drawings (when required), signed and sealed by an engineer
- Fire alarm system drawings (when required), signed and sealed by an engineer
- Commitment for Field Review – Life Safety Systems (Sprinkler System, Fire Alarm System, Integrated Life Safety Systems, etc)

Additional drawing requirements for all scopes of work, including decks, garages and accessory buildings, for an AFCH can be found on the Permit Application Checklist – Alternative Family Care Homes.

Site Plan Examples

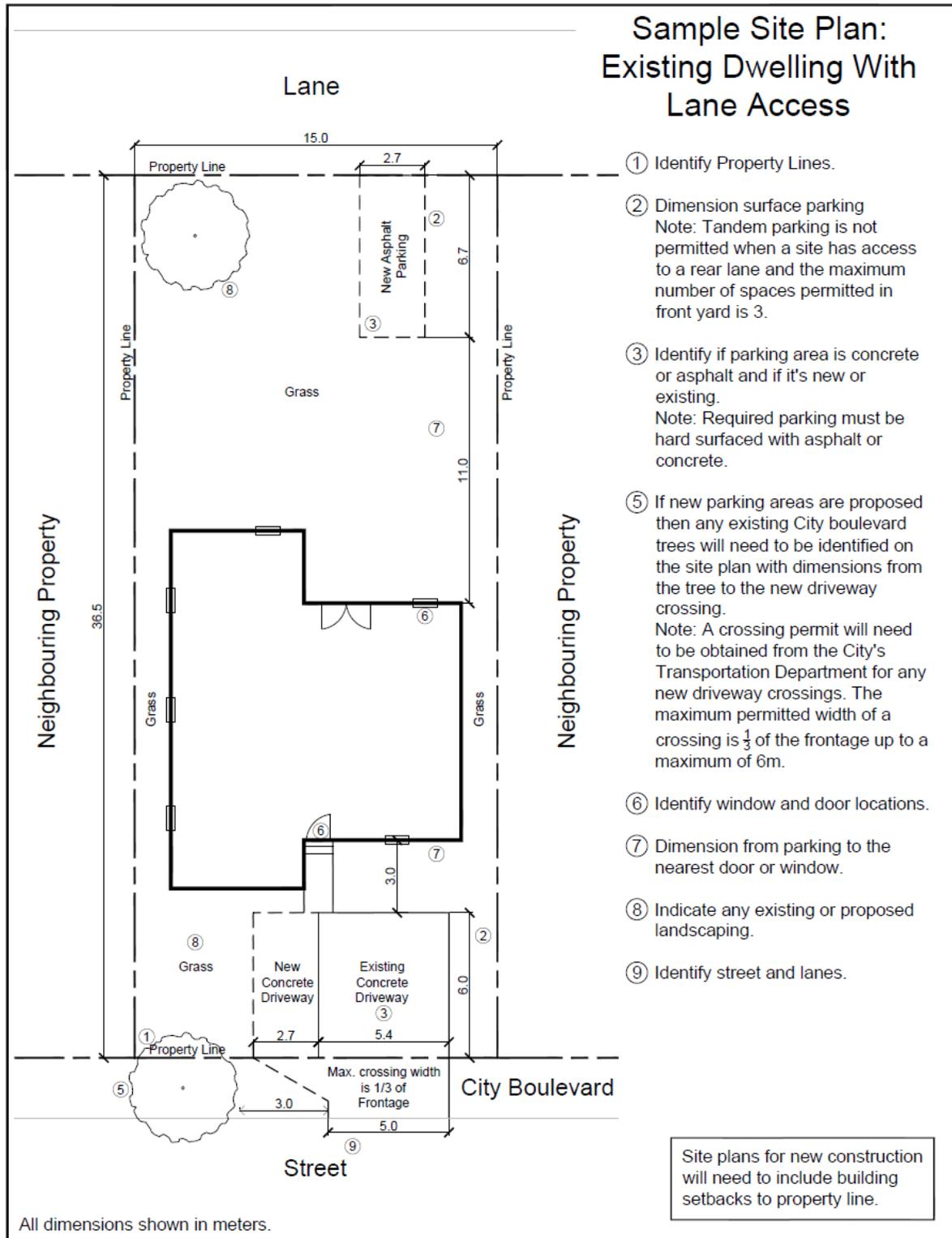


Figure 1 – Sample Site Plan: Example Dwelling With Lane Access

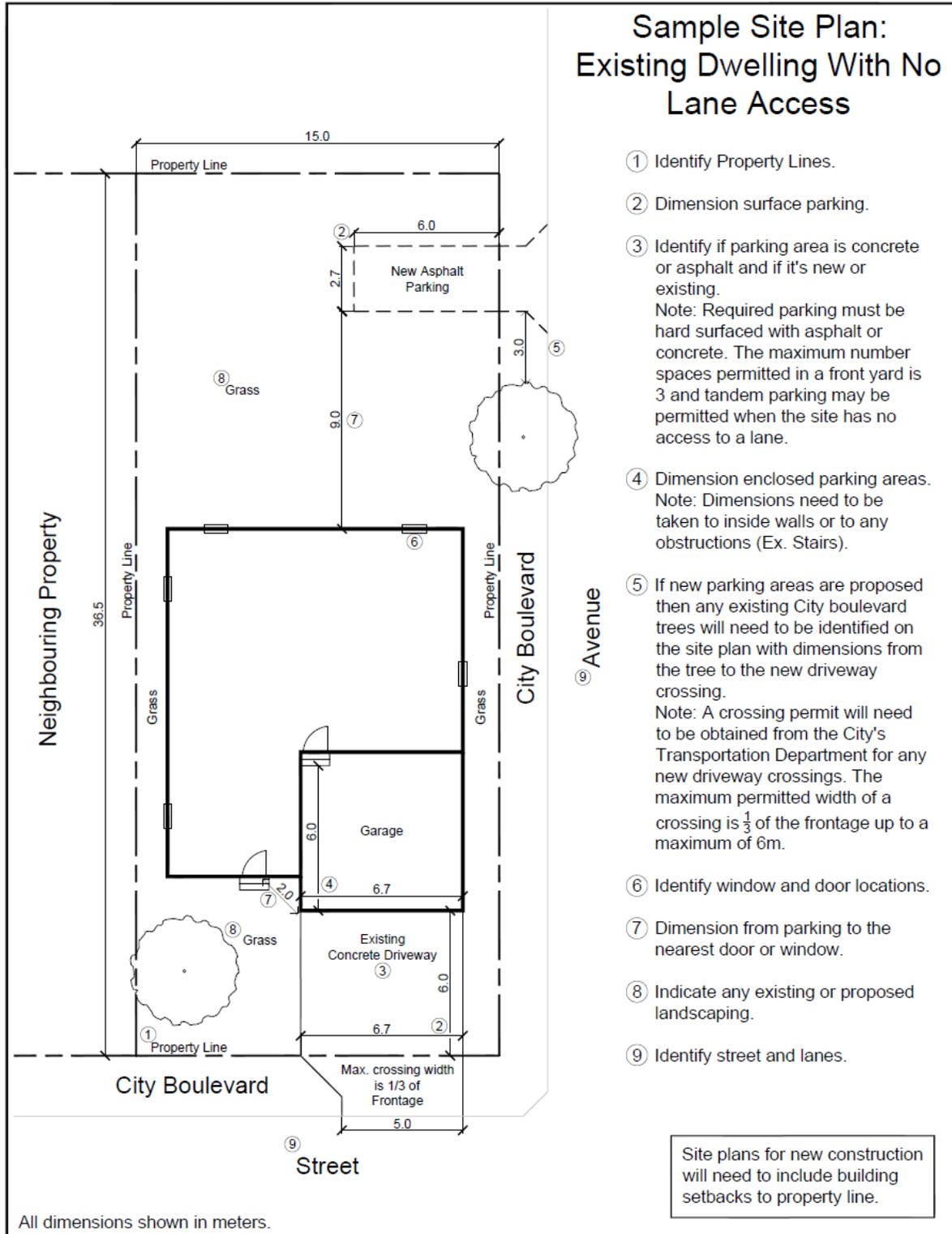


Figure 2 – Sample Site Plan: Example Dwelling With No Lane Access

WHAT ARE THE ZONING REQUIREMENTS?

The Zoning Bylaw currently refers to an AFCH – Personal Care Home as a Residential Care Home, in which a dwelling unit has been licensed or approved under Provincial regulations to provide 24 hour care of persons in need of personal services, supervision or assistance essential for sustaining the activities of daily living or for the protection of the individual, in a residential setting.

A Residential Care Home may be approved as an Accessory Land Use in which the owner / operator runs the Residential Care Home within their place of residence or as a Principal Land Use in which the Residential Care Home is operated by staff.

All *Building and Development Permit Applications* are reviewed to determine compliance with the following zoning regulations:

- No exterior alterations shall be undertaken which would be inconsistent with the residential character or the building or property;
- No Residential Care Home shall be used for the purpose of keeping boarders or lodgers;
- Onsite parking needs to be provided at a rate of 0.75 spaces per staff member plus 1 space per 5 persons receiving care (fractional parking requirements are rounded to the nearest whole number);
- A maximum of 3 parking spaces may be located in a required front yard;
- Tandem parking spaces (one parking space directly behind another) are only permitted on sites with no lane access;
- Surface parking shall be located 2.0 metres from any bedroom window and at least 1.0 metre from all other windows, doors and balconies;
- All required parking must be hard surfaced with asphalt or concrete;
- The minimum parking stall size requirements are 2.7 metres by 6.0 metres, except for parking spaces having direct access to a lane, in which the size requirements are 2.7 metres by 6.7 metres;
- Landscaping is required for areas not covered by parking within front yards and side yards abutting a street to the satisfaction of the Development Officer.

DEFINITIONS

Capable of self-preservation means that a person is capable of recognizing and responding to an emergency given his or her physical, cognitive, and behavioral abilities and is able to arise and walk, or transfer from a bed or chair to a means of mobility, and leave the building or move to a safe location on their own without assistance of another person.

Occupant-in-care (OIC) means a person who is receiving care services not in their own home by or through care facility management. Care facility management means that the decisions are being made by others on behalf of the person receiving care.

Operator means the licensee and any other staff that are engaged by the operator for purposes of providing care to the OIC. The operator may also be the owner.

Personal Care Home means a home licensed under *The Personal Care Homes Act*. A Personal Care Home means a facility that provides accommodation, meals and supervision or assistance with personal care to an adult who is not a relative of the person who operates the facility, but does not include any facility licensed or designated under another act or regulation. See *The Personal Care Home Act* for the definition.

Total Occupants means the total number of residents living in an AFCH and includes care givers and all family members that reside at the premises on a full-time basis.

The following is a **MINIMUM** list of code requirements of the NBC, the Construction Codes Act, the Building Code Regulations, and the Saskatoon Fire Department. There may be other requirements or exceptions to the requirements that are not listed here.

Please note that Building Standards 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 AFCH care home are met and that a building permit is obtained for construction related to these requirements.

Occupancy

An AFCH 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 AFCH that are located in detached single family homes, or buildings where there is not more than one other dwelling unit. Alternative family care homes with 5 or fewer occupants-in-care and 10 or fewer total occupants are permitted to be classified as residential occupancies within the application of Part 9. Alternative family care homes with 6 or more occupants-in-care and 10 or fewer total occupants are permitted to be classified as residential occupancies within the application of Part 3.

Smoke Alarms

Interconnected smoke alarms must be installed in each sleeping room (Article 9.10.19.3/3.2.4.20).

At least one smoke alarm shall be installed on each storey of a dwelling unit (Article 9.10.19.3/3.2.4.20).

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 (Article 9.10.19.3/3.2.4.20).

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 (Article 9.10.19.4/3.2.4.20).

Smoke alarms shall be wired so that the actuation of one smoke alarm will cause all smoke alarms within the dwelling unit to sound (Article 9.10.19.5/3.2.4.20).

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 9.32.3.9/6.3.9.1.

Emergency Lighting

Emergency Lighting shall be provided to an average level of illumination of not less than 10 lx at floor or tread level on all levels of the home (Subsection 9.9.12/3.2.7).

Fire Extinguishers

A minimum of one 2A10BC portable fire extinguisher is required in the kitchen and furnace room area of the home (Saskatoon Fire Department).

Emergency Evacuation Plan

An emergency evacuation plan must be in place for review by the Saskatoon Fire Department. For further information please call 306-975-2578.

Exits

In most cases, one exit from each building area is acceptable (Sentence 9.9.9.1(1)/Section 3.4).

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 (Sentence 9.9.6.7(1)/Section 3.4).

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 (Article 9.9.10.1/Section 3.4).

Openable windows are not required if bedroom door provides access directly to the exterior or the building is sprinklered (Article 9.9.10.1/Section 3.4).

Additional Fire Safety Measures for AFCH

Additional fire safety measures are fire and life safety measures established in policy by the licensing authority for a particular type of AFCH. These parameters are not reviewed or inspected by Building Standards.

Barrier Free Accessibility

The Act does not require an AFCH to be barrier free accessible. However, if an AFCH is designated as barrier free accessible, the AFCH must meet the requirements of either Section 3.8 of the NBC or CSA B651. For example, if a ramp is within an AFCH that is designated as barrier free, the ramp must meet the requirements in the NBC or CSA for barrier-free ramps.

Sprinkler System

(see Table 1)

AFCH with 5 or fewer occupants-in-care does not require a sprinkler system.

A sprinkler system is required in an AFCH with 6 or more occupants-in-care where any of the occupants are not *capable of self-preservation*.

A sprinkler system is required in a *personal care home* with 6 or more occupants-in-care.

A sprinkler system is permitted to be designed in accordance with NFPA 13D provided the home contains not more than 10 occupants and a 30 minute water supply demand can be met.

A sprinkler system shall be designed in accordance with NFPA 13R if the above condition for NFPA 13D cannot be met.

AFCH with 11 or more occupants requires a sprinkler system designed in accordance with NFPA 13R. This is only permitted if there are not more than 10 occupants on either side of a firewall

If a fire department connection is required by NFPA 13R, it shall be located not more than 45 meters from a fire hydrant (Sentence 3.2.5.15(2)).

Drawings showing the new sprinkler system must be signed and sealed by an engineer licensed to practice in the province of Saskatchewan.

- Drawings can be mechanical drawings showing the sprinkler head layout or the sprinkler shop drawings.
- A Commitment for Field Review – Life Safety Systems is required.
- Hydraulic calculations must be submitted with the sprinkler shop drawings.

Fire Alarm System

(see Table 1)

A fire alarm system is required to be installed when a sprinkler system conforming to NFPA 13R is installed in the building. The installation of a sprinkler system conforming to NFPA 13D does not require the installation of a fire alarm system.

Drawings showing the fire alarm system must be signed and sealed by an engineer licensed to practice in the province of Saskatchewan.

A Commitment for Field Review – Life Safety Systems is required

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 non-combustible construction and shall extend from the foundation up through 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 drawings shall be signed, sealed and dated by a design professional licensed to practice in the province of Saskatchewan. A corresponding Commitment for Field Review – Structural letter is also required to be submitted. (Subsections 3.1.10 and 9.10.11).

The entire building must be protected by a sprinkler system in accordance with NFPA 13R and a fire alarm system.

Electromagnetic Locks

(see Table 1)

Electromagnetic Locks (Mag-Locks) that do not incorporate latches, pins or similar devices to keep the door in the closed position are permitted to be installed provided:

- The building is equipped with a fire alarm system,
- The building is sprinklered throughout, and
- A Commitment Letter – Life Safety Systems is required for the integration of the mag-locks with the fire alarm system.

Table 1: Life Safety Systems Requirements

Type	# OIC	Max # Occupants	Occupants Capable of Self-Preservation?	Is a Sprinkler System Required?	Type of Sprinkler System Required	Is a Fire Alarm System Required?	Can Mag-Locks be installed?
AFCH	1-5	10	Yes	NO	N/A	NO	NO
AFCH	1-5	10	NO	NO	N/A	NO	NO
Personal Care Home	1-5	10	YES	NO	N/A	NO	NO
Personal Care Home	1-5	10	NO	NO	N/A	NO	NO
AFCH	6-10	10	YES	NO	N/A	NO	NO
AFCH	6-10	10	No	YES	13D or 13R	NO YES	NO YES
Personal Care Home	6-10	10	YES	YES	13D or 13R	NO YES	NO YES
Personal Care Home	6-10	10	No	YES	13D or 13R	NO YES	NO YES
AFCH	10-20	20	YES or NO	YES	13R	YES	YES
Personal Care Home	10-20	20	YES or NO	YES	13R	YES	YES