



RESIDENTIAL DAY CARE HOME

Plan Submittal Checklist

VERSION 1.0 REVISED 01/28/15

GENERAL

The purpose of this guideline is to clarify the minimum plan submittal requirements when submitting plans for a day care home in a residential building.

The information provided in this document is general and intended as a guide only. Each project is unique and additional requirements may be enforced as deemed appropriate.

Failure to include items below prior to plan submittal may result in a denied plan review.

DEFINITIONS

1. **DAY CARE** means the care of persons during any period of a 24-hour day where permanent sleeping accommodations are not provided.
2. **FAMILY DAY CARE HOME** is a home that regularly provides care, protection and supervision for 14 or fewer *children*, in the provider's home for periods of less than 24 hours per day.
3. **LARGE FAMILY DAY CARE HOME** is the provider's home that is licensed to provide day care for periods of less than 24 hours per day for 9 to 14 *persons*, including children under the age of 10 who reside in the home.
4. **SMALL FAMILY DAY CARE HOME** is the provider's home that provides family day care to 8 or fewer *children*, in a single family residence for periods of less than 24 hours per day.

GENERAL PLAN SUBMITTAL REQUIREMENTS

1. **TITLE SHEET:** Provide a written scope of work, site address and APN (Assessor's Parcel Number), the name, address and phone number of the designer or draftsman, including a signature on each sheet. Include wet stamps for architects and engineers on the appropriate sheets. Indicate the code cycle in effect at the time of application. Provide a sheet directory.
2. **EXISTING FLOOR PLAN** (Scale: 1/4"=1'): Showing the existing conditions on each floor level, including walls, partitions, doors, windows, uses of all rooms, section and detail references, and other pertinent information which clearly identifies all existing items shown. Identify all existing electrical, plumbing, and mechanical devices
3. **PROPOSED FLOOR PLAN** (Scale: 1/4"=1'): Showing proposed changes on each floor level, including walls, partitions, doors, windows, uses of all rooms, section and detail references, and other pertinent information which clearly identifies all proposed new items shown. Identify all proposed new electrical, plumbing, and mechanical devices.
4. **ACCESSIBLE FACILITIES AND COMPONENTS:** Provide details showing that access to the areas used for day care meet the requirements for accessibility for commercial spaces located in private residences, including:
 - a. Sidewalk from the street to the entrance used by clients
 - b. Entry doorway

- c. Hallways
- d. Restrooms
- e. Any space, inside or outside, used by the clients

SPECIFIC PLAN REQUIREMENTS

SMALL FAMILY DAY CARE HOME (1-8 CHILDREN):

1. Provide sufficient information to show that the home is in compliance with the requirements for a residential building Group R-3.
2. Provide smoke and carbon monoxide alarms as required for single family dwellings. Refer to [SMOKE + CARBON MONOXIDE ALARM Guide](#).
3. Provide a portable fire extinguisher having a minimum 2A-10B-C rating. The extinguisher shall be readily accessible near the main exit. The top of the extinguisher shall be mounted not more than 5' above the floor on an approved hanger.
4. If a basement is used for day-care purposes, one of the 2 required exits shall provide access to the exterior without entering the first story.
5. Rooms used for day-care purposes shall not be located above the first story (except in homes equipped with sprinklers and which have at least one of the required exits providing access directly to the exterior).
6. Exit doors, including manually operated horizontal sliding doors, shall be operable from the inside without use of a key or any special knowledge or effort.

LARGE FAMILY DAY CARE HOME (9-14 PERSONS, INCLUDING CHILDREN UNDER THE AGE OF 10 WHO RESIDE IN THE HOME).

1. Provide all details as for small day care homes above, plus the following.
2. Provide Zoning use permit, if it is required by the Planning Division. Contact Planning at 650 522-7202.
3. Provide licensing information.
4. Provide State Fire Marshall approved and listed single station residential type smoke alarms as in #2 above, plus smoke alarms in all rooms used by children.
5. Provide at least one manual fire alarm device that activates a fire alarm that is audible throughout the structure.
6. Every story or basement shall have 2 exits remotely located from each other. The exit doors shall be at least 80" high and provide minimum 32 inch clear width. A manually operated horizontal sliding door may be used as one of the required exits.

ADDITIONAL PLAN REQUIREMENTS

1. Adequate floor space shall be provided for children based on 35 square feet per child. [\[CBC Table 1000.1.2\]](#)
2. A building address shall be displayed prominently on the building so that it is readily visible from the street. The numbers shall be at least 4" high, contrasting with the background.

3. A packet that includes the following information shall be readily available near the main exit.
 - a. An evacuation plan showing escape routes out of the building. Most importantly, the location of any alternate site to be used during an emergency. The evacuation plan shall also detail the primary and secondary exits.
 - b. A list of all children attending, and telephone numbers for parents or guardians. The phone list shall include both work and home numbers.
4. In all day care homes, a wall mounted smoke detector with a test switch is to be utilized as a fire drill alarm. The operator of the day care home shall use this device for training exercises so the children will become accustomed to associating this sound with a fire situation. This some alarm shall be located near the main exit.
5. Unenclosed gas fired appliances (water heaters, floor and wall furnaces, etc.), and solid fuel burning appliances (fireplaces, wood stoves, etc.), shall be protected in such a way as to prevent contact by children. Typically, a 43-inch high barrier is adequate.
6. Garages shall be separated from the living space as required by the 2013 California Residential Building Code. Doors shall be either 1 3/8" thick, solid wood core doors equipped with a threshold, weather strip, and self-closing, self-latching devices, or a rated 20-minute fire door. The wall separating the garage from the living space shall be maintained as required with minimum 1/2" drywall on the garage side.
7. Garages may be used as play areas with the following conditions:
 - a. The garage shall remain usable for vehicle parking.
 - b. The garage shall not be heated.
 - c. A smoke alarm is installed in the garage in accordance with the manufacturer's installation instructions.
8. All glazed doors shall be safety glazed.
9. Electrical receptacles at kitchens, bathrooms, garages and exterior locations shall be GFCI protected and tamper resistant.