

Residential Houses converting to Assisted Living Facilities (ALF) / Adult Family Care Home (AFCH)

Procedures for all facilities

A Change of Occupancy permit will be required per the Florida Fire Prevention Code, 8th Edition (2023), NFPA 1- 1.7.12.5, 2021 Edition, and the Florida Building Code, Existing Building, 8th Edition (2023). This application is to be submitted to the Building Division.

Please provide copies of any State paperwork required for licensing.

A copy of a site plan and a floor plan showing the intended layout of all rooms is required for submittal. On the floor plan, identify bed locations, exit locations, and fire extinguisher locations. The bathroom(s) are required to comply with the Florida Building Code Building, Chapter 4, Section 464.4.5. Application submittal to include a copy of the required details to show compliance.

Please include with the floor plan lay-out, the number of residents and their evacuation capabilities (without any assistance or requires assistance). This will determine the type of Fire Sprinkler system that will be required per the Florida Building Code Section 903.2.8-903.2.8.4.

Per the Florida Building Code, Chapter 9, Section 903.2.8-903.2.8.4, **Fire Sprinklers are required in all ALFs and AFCHs**, regardless of the number of residents. Five or fewer persons can install a 13D fire sprinkler system. Six to 16 persons can install a 13D fire sprinkler system, if the resident's evacuation abilities are unassisted. A 13R fire sprinkler system must be installed if evacuation abilities are assisted.

Per NFPA 101- 32.2.3.4.1, a manual fire alarm is required.

A Fire Sprinkler permit shall be applied for by a State of Florida licensed Fire Sprinkler contractor.

A Fire Alarm permit shall be applied for by a State of Florida licensed Fire Alarm contractor.

Per Florida Mechanical Code, Section 403.2 **Outdoor Air required**. An occupancy specific ventilation schedule will be needed for submittal, along with the details of the new ductwork. This will require a Mechanical Contractor to attach to the Change of Occupancy permit. This section will apply to most "SFR to ALF" conversions.

CONVERSION FROM RESIDENTIAL TO AN ASSISTED LIVING FACILITY

RE: MECHANICAL VENTILATION REQUIREMENT

Whenever changing a single-family residence to a commercial business, there exists a need for Ventilation or "outside air" (OA). The FLORIDA MECHANICAL CODE 403.3 - requires All commercial Occupancies have designated method of introducing fresh air outside the building for the safety and comfort of its occupants. There are a number of ways to accomplish this.

It is suggested to contact a mechanical engineer to obtain an **occupancy specific ventilation schedule** per FMC 403.3 or ASHRAE 62 alternative.

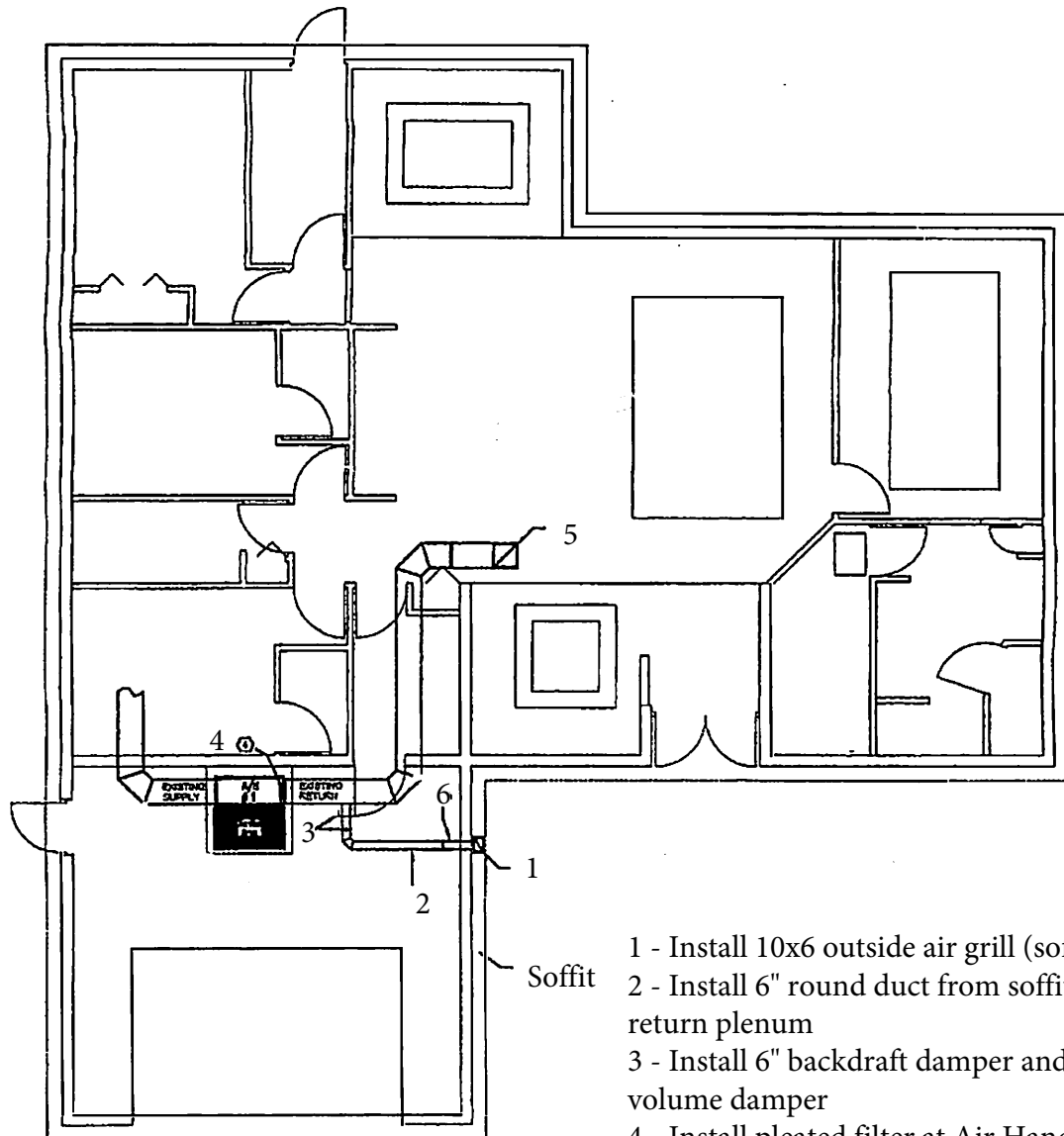
***Please provide any and all calculations.

In addition, the submittal should also provide specific details of the method being used including, but not limited to:

- Equipment (air handler) location on floor plan, specifically the return plenum
- Exterior location of where the OA duct will be. (soffit, roof, etc.)
- Duct size, determined by the cfm of the sizing results. (50cfm =5" 100cfm=6" 150cfm=7" . . .etc)
- Duct material (galvanized pipe or flex)
- The air entering must be filtered. (noted on page)
- A labeled and identified damper must be installed (noted on page)

See example diagram on the following page.

The following diagram is an example only. Provide a site-specific drawing



- 1 - Install 10x6 outside air grill (soffit)
- 2 - Install 6" round duct from soffit to return plenum
- 3 - Install 6" backdraft damper and volume damper
- 4 - Install pleated filter at Air Handler
- 5 - Remove filter at main return grill
- 6 - Install 6" round to 3x6 rectangular transition (if needed)