Sacramento Metropolitan Fire District
Fire Prevention Bureau

3012 Gold Canal Drive • Rancho Cordova, CA 95670 • Phone (916) 859-4330 • Fax (916) 859-3717

KURT P. HENKE
Fire Chief

SACRAMENTO METROPOLITAN FIRE DISTRICT					
FIRE PREVENTION STANDARD					
STANDARD TITLE:	**Child Care Facility Processing**				
STANDARD NUMBER:	6	EFFECTIVE DATE:	06/07/12	REVISION DATE:	06/07/12

OBJECTIVE

To facilitate the quick application and review of new or changed day care facilities in residential buildings for more than 12 clients and non-residential buildings for more than 6 clients.

PROCEDURE

1. Provide the following information on the plans:

   A. Applicants name
   B. Applicants mail address
   C. Facility name and address
   D. Previous number of children approved
   E. Requested number of children
   F. Age group(s) and numbers of children in each group
   G. Total clients

2. Obtain 4 sets of plans that are ¼ inch scale on 18" x 24" inch paper. Plans shall include:

   A. Site Plan showing the:

      1) Building,
      2) Parking Lot,
      3) Street,
      4) Fire truck access within 150 feet of any portion of the exterior walls,
      5) Safe dispersal area that is 50 feet from the building giving a minimum of 3 square feet per person,
      6) Walkways to the public way,
      7) Stairs and ramps giving scaled detail of cross section
      8) Gates and fences

B. Floor plan showing:

1) All rooms with the use label, dimensions and total square feet for each room.
2) Locations of the doors and hallways and their measurements.
3) Stairs, steps, or ramps with a side view detail, to scale, with measurements.
4) Location of water heater and inside furnace.
5) Show all smoke or heat detectors, fire alarm pull stations, horns and strobes and fire alarm panel.
6) Show the locations of the fire extinguishers.
7) Any other significant information you feel applies to fire or life safety.

3. Take this sheet and four sets of plans to the Fire Department plan/permit counter at 3012 Gold Canal Dr, Rancho Cordova. The inspector will take in your plans for review and collect your fee. The plan review will take about thirty (30) working days.

A. When the plans are ready, the Fire District will call you to pick them up. If they have been approved you will receive a stamped set of plans and a red inspection card.

B. After any necessary work is completed, call the Fire District at (916) 942-3300 to speak to your area inspector. Make an appointment for a site inspection. Your red card, permit card from the Building Department, and approved set of plans will need to be at the site.

C. During construction, you must call the Inspector for your area to do a framing inspection IF you are installing a fire sprinkler system or a fire alarm system. The Fire District inspection shall e done prior to the building department inspection. All other Building Department inspections will proceed as required until you are ready for the Fire District to conduct a final inspection.

D. The Building Department will not issue an Occupancy Permit (which is their paper saying that you can now move in and start your business) until the Fire District has conducted a final inspection and signed the bottom of the Red Card from the Fire District where it says, "OCCUPANCY GRANTED WITH BID APPROVAL".

E. The Fire Inspector will not complete the Fire Safety Clearance form for the State Department of Licensing until after the final inspection has been

made and any remaining corrections have been made as noted on the "Field Inspection Request" form issued at the time of inspection.

F. Please read this information and any other Standard you may have been given for your specific occupancy classification before you call to ask questions. Check off each item required on your copies as you complete them. If you still have questions or need further assistance, call your area inspector at (916) 942-3300.

Ray Iverson, AC/Fire Marshal