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Information Bulletin No. IB -002

Submittal Requirements for Creating or Altering Residential Care Facilities for the Elderly

This information bulletin outlines the submittal requirements for converting existing single-family residences to Residential Care Facilities for the Elderly (RCFE) or altering existing *legally* converted RCFE facilities. See also *Submittal Requirements for Single Family Residential Additions and Alterations* for additional submittal requirements relevant to such conversions. This information bulletin outlines drawing requirements and specific code requirements for these unique conversions.

Definitions Used in this Information Bulletin

CBC = California Building Code

CPC = California Plumbing Code

CEC = California Electrical Code

CMC = California Mechanical Code

CCCFPD = Contra Costa Consolidated Fire Protection District

CO = certificate of occupancy

HCD = Housing and Community Development Department, State of California

RCFE = Residential Care Facilities for the Elderly

Required Exit = A complete CBC defined means-of-egress system, including Exit Access, Exit, and Exit Discharge

SFR = Single-Family Residence (includes Duplex Residential)

Required Drawings

(Submit 4 sets of drawings and 2 sets of all other documents to the City of Walnut Creek.)

1. Plot Plan/Title Sheet (use 1/4" per foot scale)

- 1.1. List the maximum number of clients to be located at the facility at any given time. List the maximum number of non-ambulatory clients, ambulatory clients, and bedridden clients that the facilities will be used for to define the occupancy group. State the CBC Occupancy Group(s) on the plan for reference. It will be in the form of R3 and R2.x, where x will be either a single or two-digit number.

- 1.2. Identification of the address and owner of the property

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- 1.3. Building footprint and projections
- 1.4. Location and routing of decks, ramps, landings, walkways and gates, all dimensioned relative to the real property lines
- 1.5. All existing buildings and accessory building footprints
- 1.6. All trees and their associated drip lines, including trees from adjacent property which have drip lines projecting over property lines onto the subject property
- 1.7. Location and layout of any private sewer disposal system, including septic tank and leach field routing

- 1.8. Location of any potable water wells
- 1.9. Property lines defining the parcel
- 1.10. Zoning Set Backs relative to actual property lines
- 1.11. North arrow
- 1.12. All Easements

2. Architectural Plans

- 2.1. Floor Plan (use 1/4" per foot scale).
 - 2.1.1. Draw floor plan using double lines to represent walls.
 - 2.1.2. Define different wall symbols to represent existing, removed and proposed new walls.
 - 2.1.3. If the permit application is to legalize work without a permit, define also a wall symbol to represent walls that were installed without permits or inspections so these are clear on the plans.
 - 2.1.4. Label the use of each room.
 - 2.1.5. Provide sizes and opening dimension and sill height of each window in each bedroom that is used for emergency egress. Plans must provide upgrades for emergency egress if it does not comply with the current code.
 - 2.1.6. Show all doors and indicate their size and minimum clear width opening and their associated landing dimensions and slopes. Exterior landings may slope a maximum of 1/4" per foot for drainage. Interior door landings must be horizontal.
 - 2.1.7. Include all exterior decks, ramps and stairs.
 - 2.1.8. Identify and detail all CBC required exits.
 - 2.1.9. Dimension all exterior decks, stairs, and ramps relative to property lines.
 - 2.1.10. Detail all exterior gates associated with required exits, their hardware to open, and their landings on each side of the gate. The hardware must meet CBC Chapter 10 requirements. Exterior landings may slope up to 1/4" per foot maximum for drainage.
 - 2.1.11. Show all plumbing fixtures. Number of plumbing fixtures shall match that shown in the required water service piping size calculations and in the required water heater sizing analysis, as discussed herein.
 - 2.1.12. Show location of electrical main and electrical distribution panels.
 - 2.1.13. Show location of gas service main.
 - 2.1.14. Show location of furnace and show heater duct vent locations within all habitable rooms. Heating system shall be sized sufficiently to provide heating per HCD regulations.
 - 2.1.15. Show location and size of water heater. Specify appropriate first-hour rating (recovery) size based upon hot water demand per CPC. The first-hour rating may be obtained from

the water heater's EnergyGuide Label at the top-left corner. Provide seismic strapping of water heater per CPC.

- 2.1.16. Show location of new or relocated light fixtures and switches. Specify appropriate dimmers, motion sensors, and/or timers on switches serving light systems in accordance with the current Title 24 energy regulations.
- 2.1.17. For kitchen or bathroom remodels, for alterations to washer and dryer locations, and for wall and window changes refer to the City of Walnut Creek's information bulletins for additional drawing and code requirements. Incorporate into the plans the submittal requirements outlined in these information bulletins.
- 2.1.18. Specify smoke detectors to be installed in each bedroom, in each corridor/hallway/intervening room leading to bedrooms, and at each story level where more than 1 story exists.
- 2.1.19. Specify arc-fault circuit interrupters within new bedrooms and within existing rooms that have been converted to bedrooms.

2.2. Ramp Details

- 2.2.1. Fully detail and dimension ramps with slopes greater than 1:20.
- 2.2.2. Ramps shall not exceed 1:8 slope.
- 2.2.3. Fully detail and dimension the landings at the top and bottom of each ramp. Exterior landings may slope a maximum of 1/4" per foot for drainage. Landings at the top of ramps and intermediate landings serving two ramps shall have a dimension of 5 feet in the direction of ramp run. Landings at the bottom of the ramps shall have a dimension of 6 feet in the direction of the ramp run.
- 2.2.4. Provide complete handrail details (mounting, configuration and dimensions).

2.3. Stair Details

- 2.3.1. Fully detail and dimension all stairs.
- 2.3.2. Provide rise and run dimensions.
- 2.3.3. Fully detail and dimension the landings at the top and bottom of each stair run. Exterior landings may slope a maximum of 1/4" per foot for drainage.
- 2.3.4. Provide complete handrail details (mounting, configuration and dimensions).

3. Structural Plans

- 3.1. Fully detail and dimension new foundations for decks, ramps and stairs.
- 3.2. Fully detail and dimension framing layout of decks, stairs and ramps.
- 3.3. Provide specific details for prefabricated hangers and post bases and connection details.
- 3.4. Provide all material specifications for lumber, concrete and plywood.

Specific Code Compliance Information

- a. RCFE facilities are regulated, in part, by the California Health and Safety Code, Section 1566. Per Section 1566.3, conversions of SFR (R-3 occupancy) to RCFE (R2.x occupancy) are NOT considered a change in occupancy.
- b. If the plans submitted demonstrate a lack of knowledge of the code requirements for either of these occupancy groups, the plans and specifications may be required to be prepared by, and signed and

stamped by, a California licensed architect or registered engineer to address fire- and life-safety or structural aspects of these occupancy groups and to evaluate any upgrade requirements within the plumbing, mechanical, and electrical systems due to the scope of expansion or alterations needed for the project.

- c. Applicants may be asked to submit a copy of their license issued from the State of California to clearly establish the occupancy group for the project.
- d. CCCFPD review and approval is required 1) prior to issuance of any permits affecting R2.x occupancy groups and 2) prior to final of a permit that affects an R2.x occupancy group. It is the applicant's responsibility to submit to CCCFPD in a timely manner for review of plans and for arranging in-progress CCCFPD inspections, including the final inspection. Applicant shall submit three sets of plans directly to the CCCFPD.
- e. Applications for converting SFR (R3 occupancies) to RCFE (R2.x occupancies) will be required to fully identify, detail and include in the permitted work their required exit(s) from the residence to the *Public Way* or to a *Safe Dispersal Area* (as these two terms are defined in the CBC). Thus, even if a deck serving as a required exit is less than 18 inches above grade, the deck must be fully detailed, designed and permitted as a required exit, including any stairs or ramps leading from the deck to grade. Required exits must be designed to handle live load per Chapter 16 of the CBC. *Deck height* shall be measured from any point on the deck to the grade directly under said point.
- f. The use and arrangement of a Safe Dispersal Area for exiting must be approved by the Building Official.
- g. If a required exit leads to a deck that provides multiple paths to exit from the deck, at least one fully code-complying path must lead from the deck to the Public Way or to a Safe Dispersal Area. The remainder of the paths do not need to be treated as required exits but must meet building code provisions for ramps or stairs from the deck to finished grade. Beyond that there are no additional provisions.
- h. The entire path along the means of egress (exit access, exit, and exit discharge) of each required exit must be fully detailed and shown to meet code requirements, including doors, landings, stairs, and ramps, and their corresponding landings, and walkways to the public way or to a safe dispersal area. This will require handrails to be placed in the required front yard and/or side-yard setback area for sites needing ramps or stairs in that area due to the slope of the terrain.
- i. If the public sidewalk has a slope in any direction more than 1/4" per foot, then it may not be used as a landing, or portion of a landing, for either a stair or a ramp. In this instance, an independent landing must be provided prior to reaching the public sidewalk.
- j. For construction of structural systems that are associated with non-required exits (decks, stairs, or ramps with walking surfaces less than 18 inches above grade, no permit is required for their construction and they do not require detailing on the plans. This does not exempt them from having to meet building code regulations for required design loading or for required widths or required handrails. The owner is still obligated to meet the code for these systems. *Deck height* shall be measured from any point on the deck to the grade directly under said point.
- k. Where an existing residence is being converted to an RCFE, or for new bedrooms created due to additions or conversions of existing uses, the bedrooms must provide current code-conforming emergency-egress openings. These must be retrofitted where the emergency-egress opening dimension(s) or sill height does not meet current code. CBC requires the net opening to be a minimum of 20 inches wide by 24 high, with a minimum opening area of 5.7 square feet, and the sill height cannot exceed 44 inches from the finished floor level.

- l. Water supply piping shall be upgraded where added demand requires upgrades per the CPC. Water service meters will not be required to be upgraded unless required by the water service provider. The water supply pipe from the meter to the fixtures shall be upgraded when it is required per CPC. The permit application must provide a complete analysis of the water service demand. A piping diagram shall be submitted indicating pipe lengths and sizes from the main water meter to each fixture. The diagram must be sufficient to allow evaluation of the pipe system using the CPC methodology.
- m. Sanitary sewer systems shall be upgraded where added demand requires upgrades per CPC.
- n. Water heaters shall be upgraded where added demand requires upgrades per CPC.
- o. Electrical systems shall be upgraded where added demand requires upgrades per the CEC. Where added electrical loads are being proposed, an electrical load calculation shall be submitted to the City for review/approval.
- p. Driveways cannot be used as part of a required exit system, as cars may block the egress path. A non-required exit may terminate at a driveway. However, a driveway cannot be used for a landing of a stair or ramp due to the potential of a vehicle blocking the landing. In this instance, the landing shall be provided independently of the driveway.

Waste Management Program

A Construction and Demolition Debris Recycling Plan may be required. Please see the City of Walnut Creek website for applicable projects and additional information:

http://www.walnutcreek.org/citygov/depts/cd/building/waste_management.asp

If applicable, a completed Waste Management Plan must be submitted and approved by the City before permit issuance. A final waste management report is required prior to final of a permit.

Current Codes

Refer to the City of Walnut Creek's Building Division website for the current codes:

http://www.walnutcreek.org/citygov/depts/comm_dev/building_div/current_building_codes.asp

Policy for Construction of Decks and Ramps within Required Yards

For new construction or alterations to existing single-family or duplex residential:

1. Decks and ***non-required exit*** stairs and ramps installed in residential occupancies for purposes of providing building code required exits or non-building code required disabled access may encroach up to 4 feet into required front yards and not more than 40% into side yards.
2. ***Required exit*** stairs or ramps from these decks, and their associated handrails, may encroach into any required setback. Note: Required exits only need to be 3-foot clear in width along its path. A *required exit* is an exit that is mandated by the California Building Code.

See Municipal Code Section 10-2.3.110 Building Projections into Yards.

