



Construction Section Family Care Home Physical Plant Licensure Requirements



Construction Section Mission Statement

To ensure that the construction and operation of buildings regulated by the Division provide a safe, healthy and suitable environment for residents, and patients using those facilities.



Overview Family Care Home Physical Plant Presentation

The purpose of this presentation is to provide general information about the review and inspection process once your application is received in the Construction Section. In this presentation we will provide information on:

- Construction Section fees and project assignments
- What to submit with your application
- Minimum physical plant requirements
- Frequently asked questions (FAQ)



CONSTRUCTION SECTION

FEES AND PROJECT ASSIGNMENT



Construction Section Fees and Project Assignments

- FCH packets must be sent to DHSR Adult Care Licensure Section. For facility licensure information, please see DHSR Adult Care Licensure website at <https://info.ncdhhs.gov/dhsr/acls/index.html>
- DHSR Adult Care Licensure will forward your application and other documentation to the Construction Section for review and approval.
- Once your application and documentation is received in the Construction Section, a project review fee will be assessed, and an application acknowledgement letter and invoice will be sent to the contact person listed on the application.



Construction Section Fees and Project Assignments

- It is **very important** to have accurate, complete contact information to ensure all correspondences are sent to the correct person. Be sure the application is provided with an email address and working phone number. Not having correct information could delay the review and approval of your project.
- Once the review fee has been received, your project will be assigned to an architect and/or engineer for review.
- The Construction Section **will not** review a project or make any site visits until the **construction fee is paid.**



Construction Section Fees and Project Assignments

- Once the project has been assigned, the assigned architect and/or engineer will contact you either via review letter or phone call.
- The architect and/or engineer assigned to the project is your contact **until the completion and recommendation for licensure** to Adult Care Licensure. Once the project is assigned, all project questions should be directed to the assigned architect and/or engineer.



WHAT TO SUBMIT WITH YOUR APPLICATION

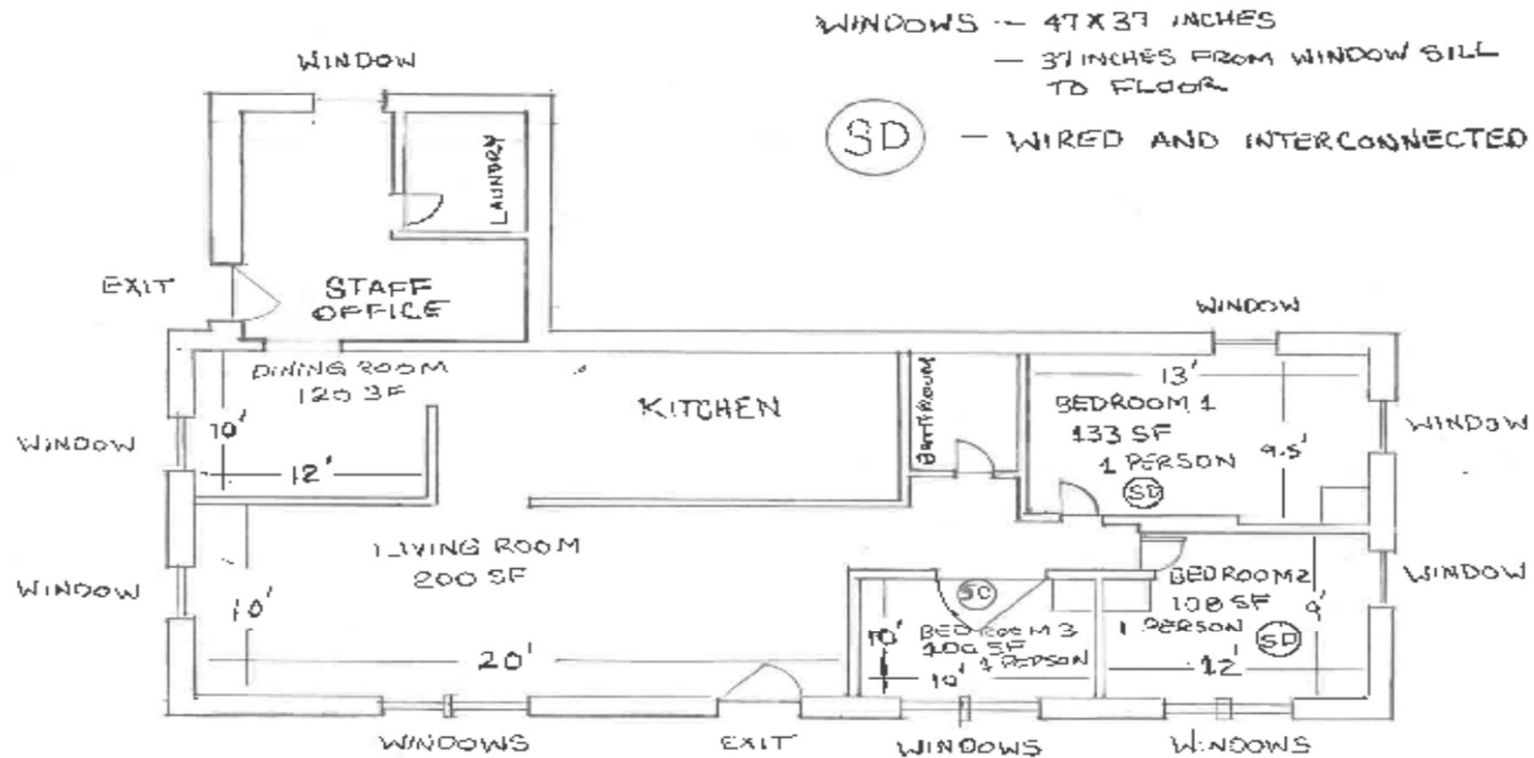




What To Submit With Your Application

- A floor plan that specifies the following:
 - a. All levels including basements and upstairs
 - b. Identification of the use of all rooms/spaces
 - c. Dimensions of all bedrooms, excluding vestibule, closet or wardrobes. Clarify whether bedroom will be single or double occupancy. Also show the location of any live-in person's bedroom
 - d. Location of all doors and the dimensions of all exterior doors
 - e. Location of all windows including the dimensions of bedroom windows
 - f. Location of all smoke detectors noting whether they are battery operated, wired into the house current with battery backup, and if they are interconnected (one sound; they all sound)

Floor Plan Example





What To Submit With Your Application

- Exterior photos of each side of the building
- Interior photos of the kitchen, living areas, bedrooms, and any other rooms
- Directions from Raleigh or a map from the nearest major highway, street or intersection clearly showing the location of the facility
- **Local Zoning Department** approval for the proposed use

Providing correct, accurate information will make it easier for your project to be reviewed!



Construction Section

Minimum Physical Plant Requirements



MINIMUM PHYSICAL PLANT REQUIREMENTS

Important definitions to know and understand:

Ambulatory Resident – a resident who is able to respond and evacuate the facility (home) without verbal or physical assistance

Non-Ambulatory Resident – a resident who is not able to respond and evacuate the facility (home) without verbal or physical assistance

****These definitions are very important at the initial licensing of the facility (home) and as the residents age in place. Due to changes in resident's needs, the facility (home) may have to change ambulation status over time.****



MINIMUM PHYSICAL PLANT REQUIREMENTS



North Carolina

Division of Health Service Regulation



NCDHHS

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The Division of Health Service Regulation oversees medical, mental health and adult care facilities, emergency medical services, and local jails. We check to see that people receiving care in these facilities are safe and receive appropriate care. We make certain that medical buildings are built only when there is a need for them.

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Contact us or send questions and comments to:
DHSR Webmaster, 2701 Mail Service Center, Raleigh, NC 27699-2701



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This page was last modified on 08/25/2020 10:42:00

Division of Health Service Regulation

**PLEASE
READ THE
RULES!**

**The FCH Licensure Rules
can be found on the DHSR
Website**



MINIMUM PHYSICAL PLANT REQUIREMENTS

NC Division of Health Service Regulation
Rules and Regulations

The following rules apply to the agencies within the Division of Health Service Regulation:

You can find both permanent and temporary rules on the N.C. Office of Administrative Hearing's website. You can find the Medicare rules on the website for the Centers for Medicare & Medicaid Services (PDF, 57 KB).

Proposed changes to DHSR rules can be found on the Rule Actions page.

N.C. Medical Care Commission Review of Existing Rules in Accordance with Executive Order 70

	State Rules	Medicare Regulations
Adult Care Homes	10A NCAC Chapter 13 Subchapter F Subchapter G	
Ambulatory Surgical	10A NCAC Chapter 13 Subchapter C	Appendix E (PDF, 263 KB) Emergency Preparedness Final Rule (PDF, 783 KB)
Cardiac Rehabilitation	10A NCAC Chapter 14 Subchapter F	
Certificate of Need	10A NCAC Chapter 14 Subchapter C	
Continuing Care Retirement Community	11 NCAC Chapter 11 Subchapter H 10A NCAC Chapter 13 Subchapter D	

**PLEASE
READ THE
RULES!**

- Once you get to this page, Select Subchapter “G” to get to the Rules (10A NCAC 13G)
- The overall Physical Plant Rules are outlined under beginning in Section .0300



MINIMUM PHYSICAL PLANT REQUIREMENTS

**PLEASE
READ THE
RULES!**

We urge you to
contact us at
919-855-3893 with
any questions
concerning Physical
Plant Rules

*Amended Eff. March 1, 1995; December 1, 1993;
Temporary Amendment Eff. December 8, 1997;
Amended Eff. April 1, 1999;
Repealed Eff. October 1, 2016.*

SECTION .0300 - THE BUILDING

10A NCAC 13G .0301 APPLICATION OF PHYSICAL PLANT REQUIREMENTS

A family care home shall meet the following physical plant requirements:

- (1) New construction and existing buildings proposed for use as a Family Care Home shall comply with the requirements of this Section.
- (2) Except where otherwise specified, existing licensed facilities or portions of existing licensed facilities shall meet the licensure and code requirements in effect at the time of licensure, construction, change in service, change in bed capacity, addition, modification, renovation, or alteration.
- (3) New additions, alterations, modifications, and repairs shall meet the requirements of this Section.
- (4) The Division may grant an equivalency to allow alternate methods, procedures, design criteria, or functional variation from the requirements of this Rule and the rules contained in this Section. The equivalency may be granted by the Division when the owner or his appointed representative submits a written equivalency request to the Division that states the following:
 - (a) the rule citation and the rule requirement that will not be met because strict conformance with current requirements would be:
 - (i) impractical;
 - (ii) unable to be met due to extraordinary circumstances. For the purpose of this Rule, "extraordinary circumstances" means situations that are unexpected and beyond the control of the facility; or
 - (iii) unable to be met due to new programs.
 - (b) the justification for the equivalency; and
 - (c) how the proposed equivalency meets the intent of the corresponding rule requirement.
- (5) In determining whether to grant an equivalency request, the Division shall consider whether the request will reduce the safety and operational effectiveness of the facility. The facility shall maintain a copy of the approved equivalency issued by the Division.
- (6) Where rules, codes or standards have any conflict, the more stringent requirement shall apply.

*History Note: Authority G.S. 131D-2.16; 143B-165;
Eff. July 1, 2005;
Readopted Eff. April 1, 2025.*

10A NCAC 13G .0302 DESIGN AND CONSTRUCTION

(a) A building licensed for the first time as a family care home, or a licensed family care home relicensed after the license is terminated for more than 60 days, shall meet the requirements of the North Carolina State Building Code: Residential Code in effect at the time of licensure or relicensure. Additionally, facilities requesting licensure or relicensure for four to six residents shall meet the North Carolina State Building Code: Building Code, Licensed Residential Care Facilities Section in effect at the time of licensure or relicensure. The North Carolina State Building Codes, which are hereby incorporated by reference, including all subsequent amendments and editions, may be



MINIMUM PHYSICAL PLANT REQUIREMENTS

The Home

All **required** resident areas must be on the same floor level. Steps and ramps between levels are not permitted. [13G .0302(i)]





MINIMUM PHYSICAL PLANT REQUIREMENTS

The Home

The basement and the attic **shall not** to be used for storage or sleeping. [13G .0302(g)]





MINIMUM PHYSICAL PLANT REQUIREMENTS

Living Room (13G .0305)

1. An area of the least **200** square feet **REGARDLESS TO THE NUMBER OF RESIDENTS.**
2. Must have operable windows that meet the NC State Building Code.





MINIMUM PHYSICAL PLANT REQUIREMENTS

Dining Room or Dining Area (13G .0306)

1. A room or an area of the least **120** square feet **REGARDLESS TO THE NUMBER OF RESIDENTS.**
2. Must have operable windows that meet the NC State Building Code or can have a door with a vision panel directly to the outside.
3. Must have chairs to seat all residents eating in the dining room.

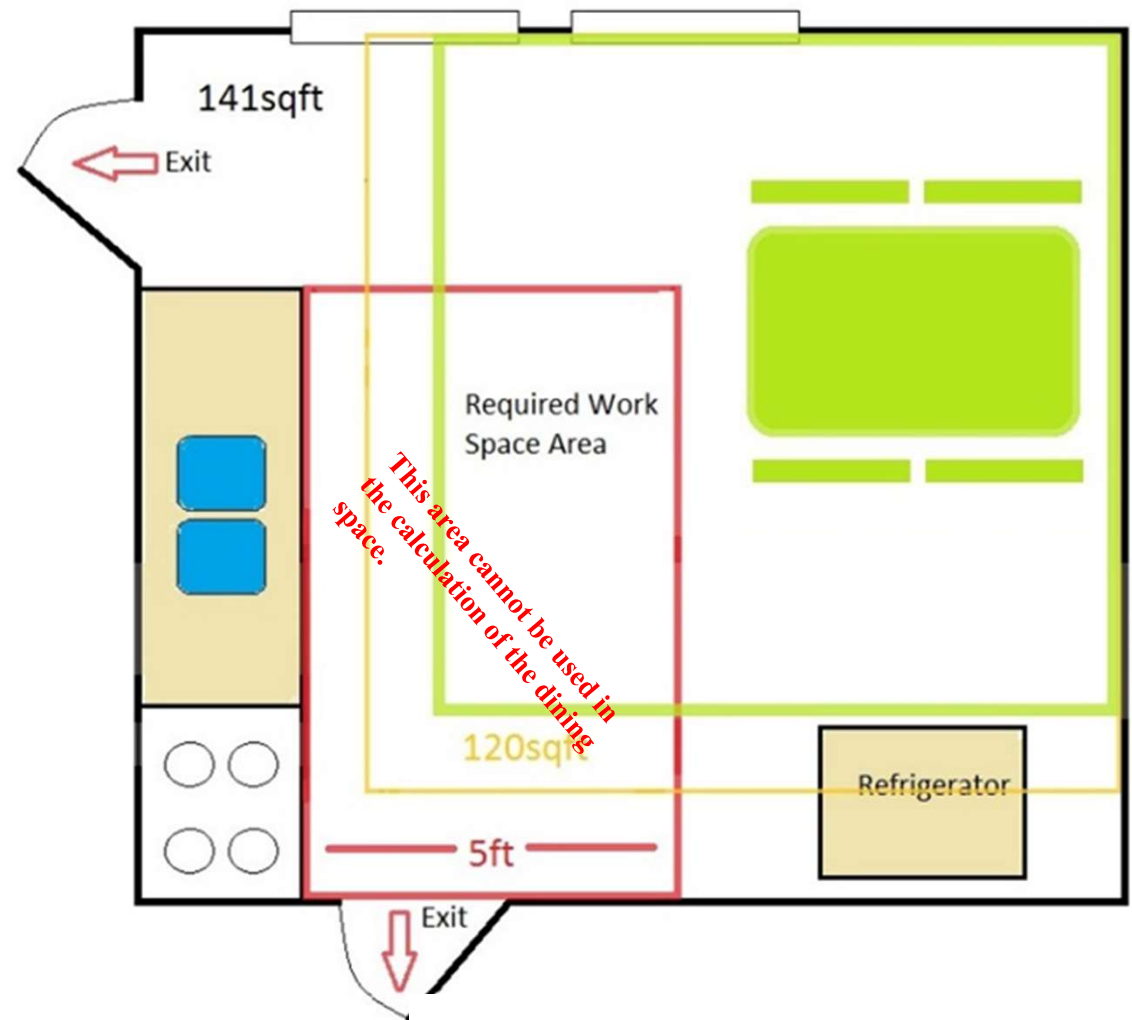




MINIMUM PHYSICAL PLANT REQUIREMENTS

Dining Room or Dining Area (continue)

4. When the dining area is used in combination with a kitchen, an area five (5) feet wide is allowed as work space in front of the kitchen work areas. **The work space cannot be used as the dining area.**





MINIMUM PHYSICAL PLANT REQUIREMENTS

Kitchen (13G .0307)

1. **Must be large enough to provide for the preparation and preservation of food and the washing of dishes.**
2. **Kitchen Range Hood - vented to the outdoors or if its an unvented hood, must be provided with an approved manufacturer filter for ventless use**
3. **Floors must be slip-resistant and water-resistant.**





MINIMUM PHYSICAL PLANT REQUIREMENTS

Bedrooms (13G .0308)

- a) **Single occupancy** bedrooms
a minimum of **100 square feet**
excluding vestibule, closet or
wardrobes
- b) **Double occupancy** bedrooms
a minimum of **160 square feet**
excluding vestibule, closet or
wardrobes



***No more than two (2) clients may share an individual bedroom regardless of bedroom size.**



MINIMUM PHYSICAL PLANT REQUIREMENTS

Bedrooms (continue)

- c) **Separate** bedroom for live-in staff from residents
- d) **No one** is permitted to sleep in basement or in an attic
- e) **Each resident bedroom must have one or more operable windows and be lighted to provide 30 foot candles of light at floor level. Windows must have a maximum of 44 inch sill height and must have insect-proof screens.**
- f) **Bedroom closets or wardrobes a minimum of 48 cubic feet of clothing storage space (approximately two feet deep by three feet wide by eight feet high) of which at least one-half shall be for hanging clothes with an adjustable height hanging bar for each resident.**



MINIMUM PHYSICAL PLANT REQUIREMENTS (Building Code Requirement)



Emergency Egress

Every sleeping room must have at least one operable window OR an exterior door that is approved for emergency egress. The window size and clear opening must be in accordance to the requirements at the time the facility was built.



MINIMUM PHYSICAL PLANT REQUIREMENTS

Bedrooms (continue)

Each resident bedroom must have one or more operable windows. **All windows must have a maximum of 44 inch sill height and have insect-proof screens.**





MINIMUM PHYSICAL PLANT REQUIREMENTS

Bedrooms (continue)

Bedroom closets or wardrobes a **minimum of 48 cubic feet** of clothing storage space (approximately two feet deep by three feet wide by eight feet high) **of which at least one-half shall be for hanging clothes with an adjustable height hanging bar** for each resident.





MINIMUM PHYSICAL PLANT REQUIREMENTS

Bedrooms (continue)

Live-in Staff [13G .0317(f)]

When there is live-in staff in the home, a hired-wired, electrically operated call system must be provided:

- connecting each resident bedroom to the live-in staff bedroom
- a resident call system activator shall be **at each resident's bed**
- the call system activator must be **within reach of resident lying on his bed**
- the resident call system activator must be able to be activated with a single action by the resident
- the resident call system must remain on and cannot be cancelled until staff deactivates the call from the resident bedroom



MINIMUM PHYSICAL PLANT REQUIREMENTS

Resident Call System [13G .0317(f)]



Example of a toggle switch call station with pull-chord in an eyelet guide.





MINIMUM PHYSICAL PLANT REQUIREMENTS

Bathrooms (13G .0309)





MINIMUM PHYSICAL PLANT REQUIREMENTS

Bathrooms (13G .0309)

1. At least **one full bathroom for each five or fewer persons**, including live-in staff.
2. Each tub or shower must have privacy partitions or curtains.
3. Located so that there is no more than 40 feet from any residents' bedroom door to a resident use bathroom door.
4. Hand grips installed at all toilets, tubs and showers.
5. Nonskid surfacing or strips installed in showers and bath areas.
6. Bathrooms must have exhaust ventilation vented directly to the outside.
7. The bathroom floor slip-resistant water-resistant covering.



MINIMUM PHYSICAL PLANT REQUIREMENTS

Hand Grips

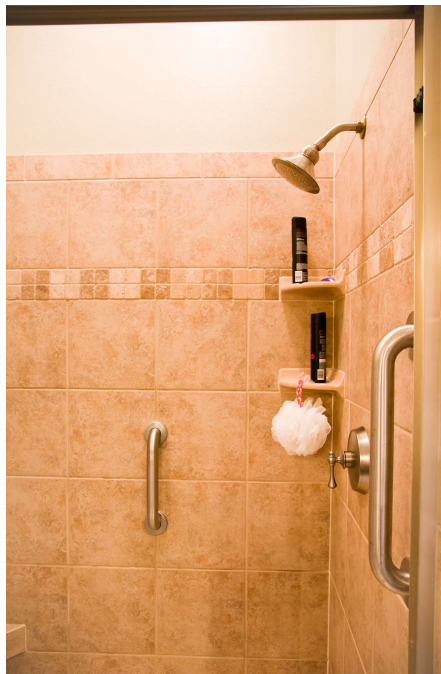
The purposes of hand grips are:

- 1. To assist in the entering and exiting tubs and showers.**
- 2. Self Stabilization of residents.**
- 3. Must be mechanically fastened or anchored that will not create a potential hazard to the resident when in use.**
- 4. Must be within reach of the toilet**



MINIMUM PHYSICAL PLANT REQUIREMENTS

Hand Grips (examples)

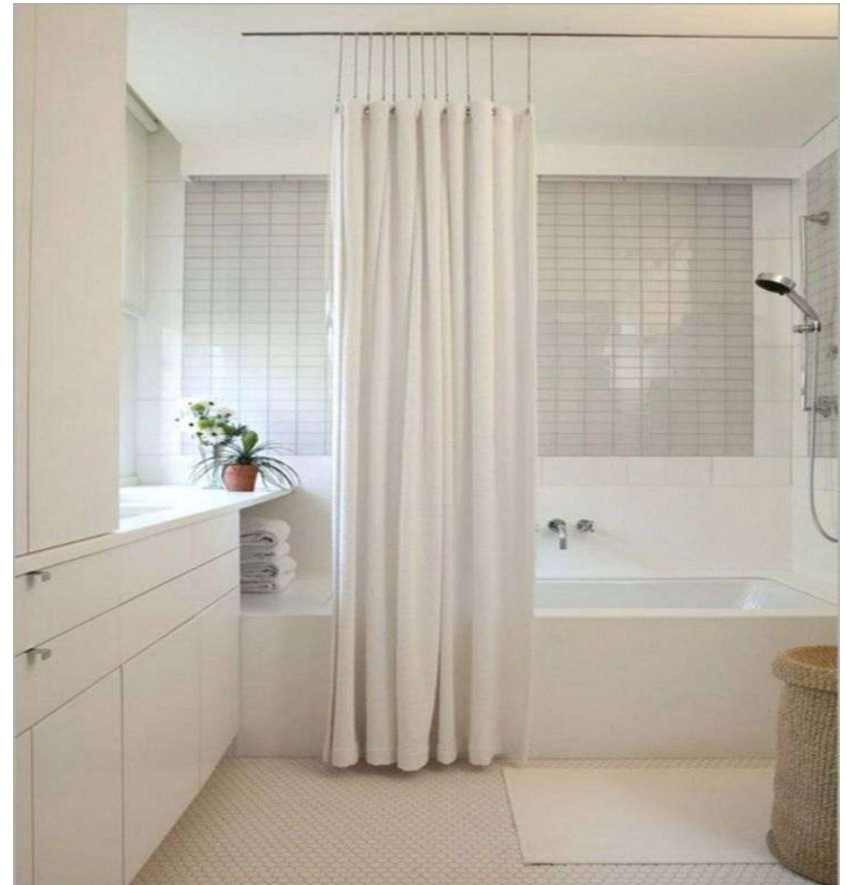




MINIMUM PHYSICAL PLANT REQUIREMENTS

Privacy Curtains or Partitions

Each tub or shower must have privacy partitions or curtains.

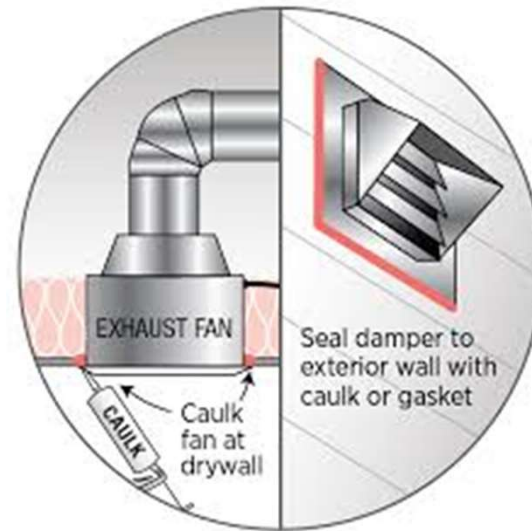




MINIMUM PHYSICAL PLANT REQUIREMENTS

Mechanical Ventilation

- Bathrooms must be mechanically ventilated (exhaust fans)
- Must be directly to the outdoors (not into the attic)





MINIMUM PHYSICAL PLANT REQUIREMENTS

Water Temperature (13G .0317)

Between **100** degrees F
(minimum) and **116** degrees F
(maximum)





MINIMUM PHYSICAL PLANT REQUIREMENTS

Laundry Room (13G .0313)

- a. Must have laundry equipment that is accessible to **all** residents.
- b. Must be located out of the living, dining room/dining area, bathrooms, and bedrooms.



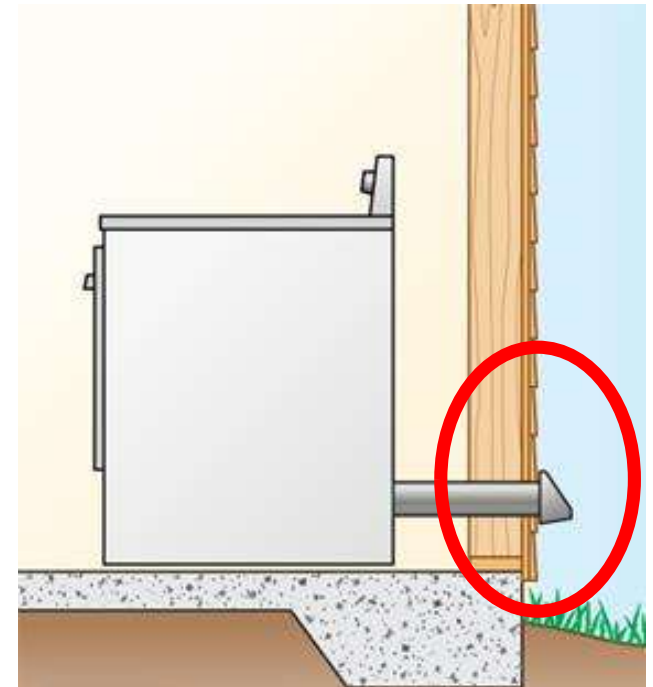
Laundry rooms cannot be located in a basement, or on another level, or in another building. Laundry rooms must be located on the main level where the other residents' spaces are located.



MINIMUM PHYSICAL PLANT REQUIREMENTS (Building Code Requirement)

Clothes Dryer

Non-combustible metallic flex duct connecting the dryer to the transition duct. The transition duct to the **OUTSIDE** of the home must be smooth lined metal duct. Dryer duct must be connected to a backdraft with a damper





MINIMUM PHYSICAL PLANT REQUIREMENTS

Storage Areas (13G .0310)

Separate storage must be provided as follows:

- *Storage of clean linens
- *Storage of soiled linens
- *Storage of food and food service supplies
- *Storage of household supplies and equipment.

Separate locked areas for storing cleaning agents, bleaches, pesticides, and other substances which may be hazardous if ingested, inhaled or handled.

Cleaning supplies must be supervised while in use



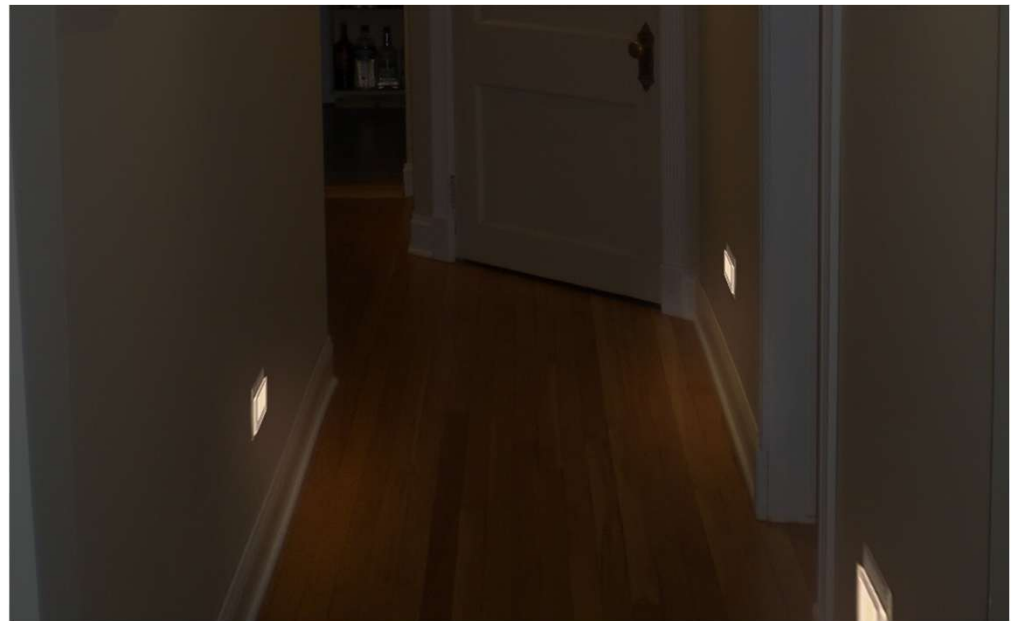


MINIMUM PHYSICAL PLANT REQUIREMENTS

Corridors (13G .0311)



**Provided with night lights providing
1 foot-candle of light at the floor**



Must be free of all equipment and other obstructions

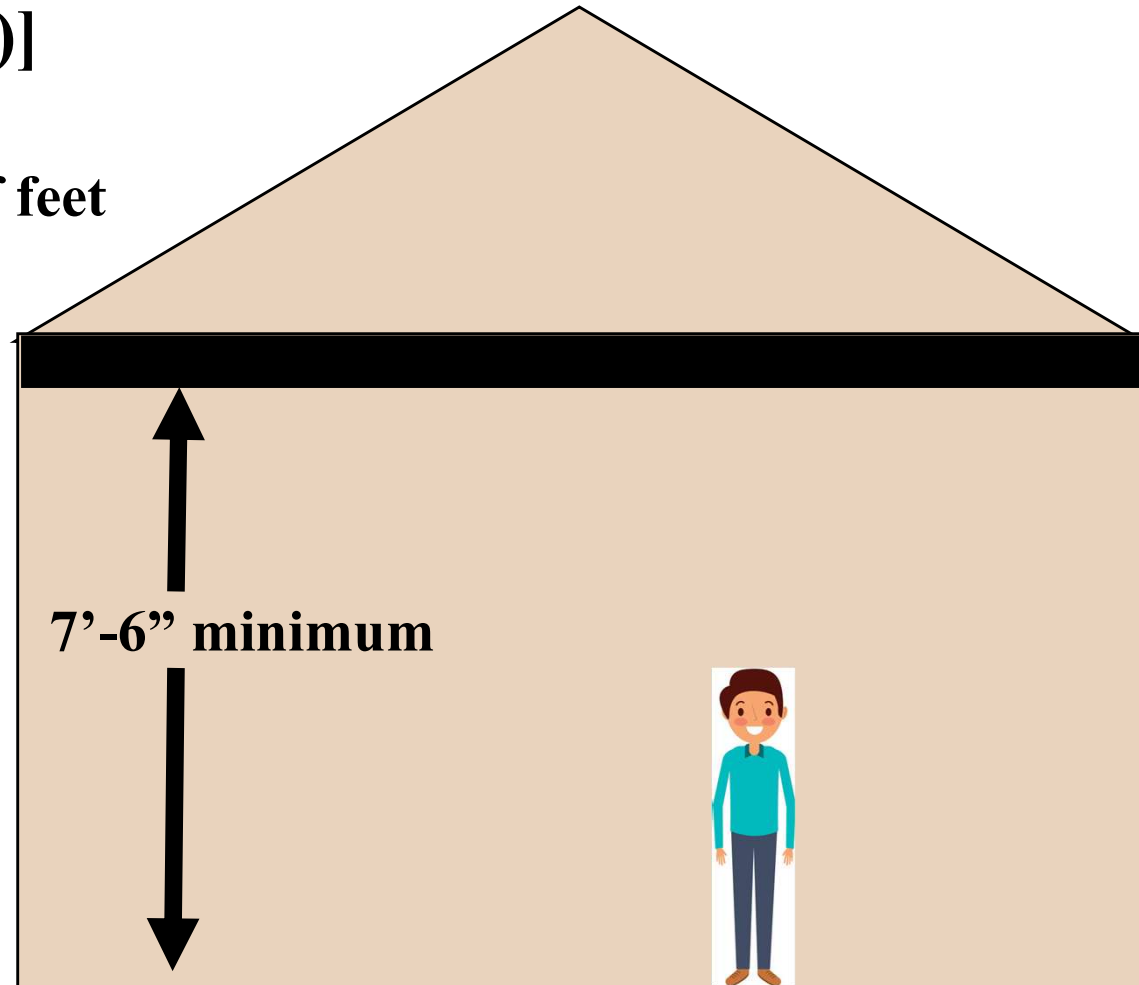


MINIMUM PHYSICAL PLANT REQUIREMENTS

Ceiling Heights [13G .0302(h)]

Must be at least seven and one-half feet (7'-6") from the floor

This ceiling height requirement is **throughout** the family care home on all levels and not just the portions of the home used by the residents.





MINIMUM PHYSICAL PLANT REQUIREMENTS

Interior Door Widths [13G .0302(j)]

- The door width must be a minimum of two feet and six inches (30”) in the **kitchen, dining room, living rooms, bedrooms and bathrooms**
- The 30” width is based on the door leaf only

This requirement applies to all bedroom and bathroom doors whether used by residents or not.





MINIMUM PHYSICAL PLANT REQUIREMENTS

Egress Doors [13G .0312)]

- Existing deadbolts and turn buttons on the inside of exit doors must be removed or disabled
- Egress exit door locks must be easily operable by a single hand motion from the inside at all times without keys, tools, or special knowledge.



ALL exterior doors to the outside must have single-hand motion. This includes doors from bedrooms to the outside and doors to carports since they lead directly to the outside.



MINIMUM PHYSICAL PLANT REQUIREMENTS

Outside Entrance/Exits (13G .0312)

- **All floor levels must have at least 2 exits. If the home is a 2-story home, the 1st floor must have 2 exits, AND the 2nd floor must have 2 exits!!**
- **If there are only 2 exits, the exit doors must be so located to minimize the possibility that both may be blocked by any one fire or other emergency condition**
- **Required exits to the exterior cannot be through bedrooms.**
- **At least 1 outside entrance/exit door must be a minimum of 3' wide and another must be at least 2'-8" wide**



MINIMUM PHYSICAL PLANT REQUIREMENTS

Outside Entrance/Exits (13G .0312) – 2-Story Homes

All floor levels must have at least 2 exits

While 2-story homes are permitted, please be mindful that there must be two exits directly to the outside from the 2nd level.



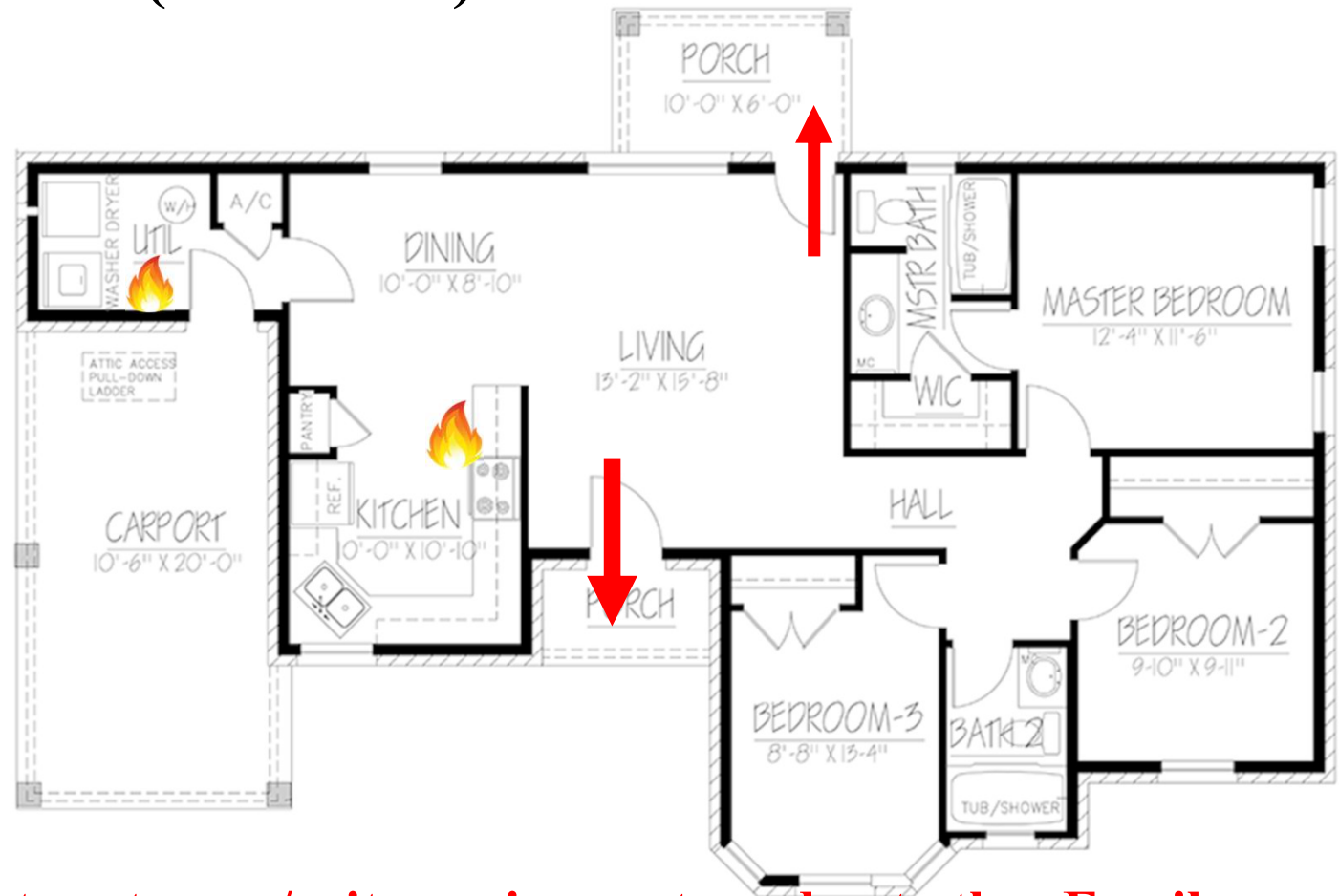
Additional requirements of the NC State Building Code for 2-story homes also apply.



MINIMUM PHYSICAL PLANT REQUIREMENTS

Outside Entrance/Exits (13G .0312)

**Single Story
Home**



This floor plan represents entrance/exit requirements and not other Family Care Home licensure requirements.



MINIMUM PHYSICAL PLANT REQUIREMENTS

Ramps Requirements [13G .0312(c)]

The outside entrance/exit used most often by residents for vehicular access must be at grade or accessible by a ramp having a **1" vertical rise for each 12" of horizontal length.**

If there is any resident that must have physical assistance with evacuation, then the home must have 2 outside entrances/exits at grade or that are accessible by ramp.





MINIMUM PHYSICAL PLANT REQUIREMENTS

Ramps Requirements (continue)



**Notice handrails do not go full length of the ramp!
Incorrect!**

Ramp must have a 1" vertical rise for each 12" of horizontal length.



MINIMUM PHYSICAL PLANT REQUIREMENTS

Ramps Requirements (continue)

.0312(f) All ramps shall be provided with handrails and guards.



Ramp handrails must be as long as the entire ramp walking surface but cannot be left sticking out. The ends must be returned or terminate in safety terminals or newell post. Handrails must be graspable.

Handrails must be provided on both sides of ramps, including walls.



MINIMUM PHYSICAL PLANT REQUIREMENTS

Ramps Requirements (continue)

.0312(f) All ramps shall be provided with handrails and guards.

Handrail height must be 34" to 38" measured from the finished surface of the ramp.





MINIMUM PHYSICAL PLANT REQUIREMENTS

Ramps Requirements (continue)

.0312(f) All ramps shall be provided with handrails and guards.



Guard components to be spaced not more than 4" apart.



MINIMUM PHYSICAL PLANT REQUIREMENTS (Building Code Requirements)

Ramps Requirements (continue)

Ramps must be provided with a floor or landing at the top and bottom of each ramp, and where ramps change directions. The width of the landing must not be less than 36 inches.



**Pavement used
as landing at bottom
of ramp**



**Where doors open
onto ramps**

**Where ramps
change directions**





MINIMUM PHYSICAL PLANT REQUIREMENTS

Steps, Porches, and Stoops Requirements [13G .0312(f)]

All steps, porches, stoops and ramps must be provided with **handrails** and guards on **both sides of steps and stoops** whether used by residents or not.





MINIMUM PHYSICAL PLANT REQUIREMENTS

Steps, Porches, and Stoops Requirements [13G .0312(f)]

All steps, porches, stoops and ramps must be provided with handrails and **guards** on all porches **regardless to the height of the porch and whether used by residents or not.**



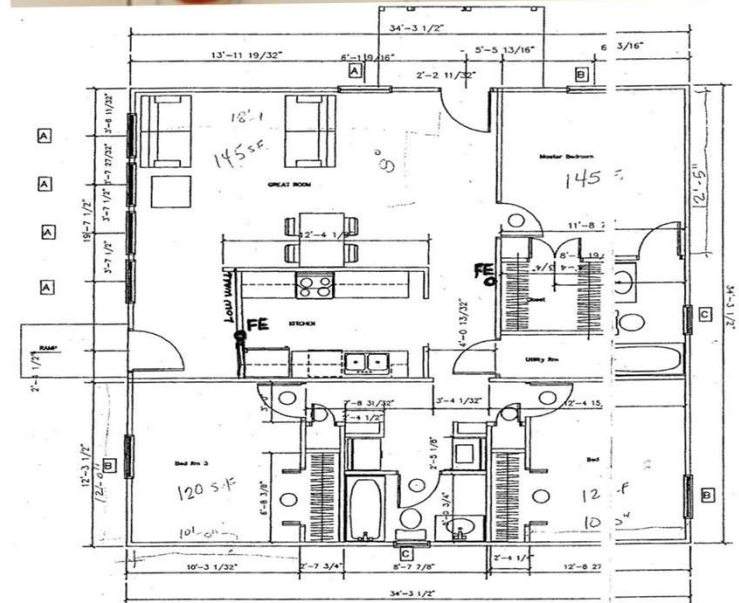


MINIMUM PHYSICAL PLANT REQUIREMENTS

Fire Extinguishers [13G .0316(a)]

Provided to meet minimum requirements:

- Must provide 1 - five pound or larger (net charge) "A-B-C" type accessible to staff and not stored in rooms with lockable doors
- Must provide 1 - five pound or larger "A-B-C" or CO/2 type located in the kitchen
- Any other location as determined by the code enforcement official.





MINIMUM PHYSICAL PLANT REQUIREMENTS

Two Story Home [13G .0302(f)]

While two story homes are permitted, they have the following limitations or additional requirements:

- **Each floor must be less than 2500 square feet in area if existing construction or, if new construction, must not exceed the allowable area for R-4 occupancy in the North Carolina State Building Code**
- **Elderly or disabled persons cannot be housed on any floor above or below grade level**
- **All required resident spaces cannot to be located on any floor above or below grade level**
- **A complete fire alarm system must be provided, to include pull stations on each floor at each exit and audible sounding devices throughout the home on each floor**
- **At least two exits must be provided from the 2nd floor**



MINIMUM PHYSICAL PLANT REQUIREMENTS

****The following slides are additional requirements from the 2018 North Carolina State Building Codes which must be met by all Licensed Residential Care Facilities. These slides do not contain all the requirements of the 2018 North Carolina State Building Codes. Please consult with the local authority having jurisdiction in your town or county.****



MINIMUM PHYSICAL PLANT REQUIREMENTS (Building Code Requirements)

Ground Fault Interrupter Protection (GFI)

Must be provided:

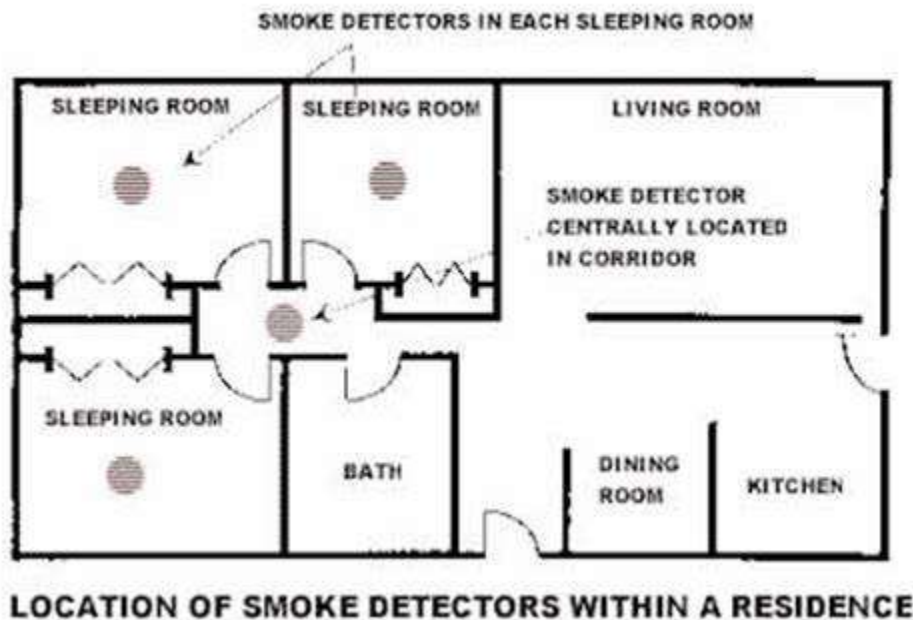
- **Along kitchen countertops**
- **In garages**
- **Outdoor electrical outlets**
- **Crawl spaces**
- **Within 6 feet from sinks**
- **Laundry areas**
- **Bathrooms**





MINIMUM PHYSICAL PLANT REQUIREMENTS (Building Code Requirements)

Smoke Detectors



- 120 volt smoke detectors permanently connected to the house current and battery backed-up.
- Smoke detector installed in each bedroom.
- Smoke detector installed outside of any bedroom or cluster of bedrooms.
- Smoke detector installed on each story of the home including the basement (if habitable).
- All smoke detectors interconnected such that when one detector is activated, all smoke detectors activate.



MINIMUM PHYSICAL PLANT REQUIREMENTS (Building Code Requirements)

Interior Finish

Any wood paneling must be treated with an approved fire retardant paint and must meet a minimum Class 'C' or greater flame spread. If mill lumber with Varnish is present in the home it must also be treated.

(Does not include knotty pine or cabinets).





MINIMUM PHYSICAL PLANT REQUIREMENTS (Building Code Requirements)

The listed paints or additives may be purchased from your local paint dealer, hardware store, or you may search online to locate a dealer who sells the product. After your purchase maintain copies of your receipts as verification of your purchase.



Flame Control - Fire
Retardant Paint
Contact: **Flame Control
Coatings, LLC**
Phone: **716-282-1399**



FR-1 - Fire Retardant
Paint Additive
for Water Based Latex
Paints
Contact: **Project Fire
Safety, Inc.**
Phone: **800-468-2876**



Flame Guard - Fire Retardant
Treatment for Water Based Latex Paints
Contact: **Hy-Tech Thermal Solutions**
Phone: **321-984-9777**



MINIMUM PHYSICAL PLANT REQUIREMENTS (Building Code Requirements)



Hot Water Heater

The discharge relief valve should terminate no less than 6" above the floor and may be piped to the outside of the home or piped to a drain pan (must not terminate under the home). For example, **CPVC** or **Copper** piping or other material acceptable by Code.



MINIMUM PHYSICAL PLANT REQUIREMENTS (Applicable Building Code Requirements)

Manufactured/Mobile vs Modular Home Use For Family Care Homes

Modular Homes can be used as a Family Care Home as they are classified as Single Family Residential

Modular Homes require the approval from the local jurisdiction

Manufactured/Mobile Homes CANNOT be used as a Family Care Home



MINIMUM PHYSICAL PLANT REQUIREMENTS (Applicable Building Code Requirements)

Manufactured/Mobile vs Modular Home Use As A Family Care Homes

How Manufactured/Mobile Homes are Identified

HUD Certification Label for Manufactured/Mobile Homes

This label is the manufacturers certification that the home was manufactured in accordance with HUD's Construction and Safety Standards that were in effect at the time the home was manufactured. **The Certification Label is usually located on the outside of the home, generally on the front, left corner or on the rear, left corner. This home cannot be used as a Family Care Home!**





MINIMUM PHYSICAL PLANT REQUIREMENTS (Applicable Building Code Requirements)

Manufactured/Mobile vs Modular Home Use As A Family Care Home

How Modular Homes are Identified

North Carolina Validation Stamp for Modular Homes

This label and the Building Manufacturer's Data Plate certifies the structure has been manufactured and inspected in accordance with the North Carolina's inspection requirements. **The Validation Stamp is usually located in the cabinet above the range hood or in a utility closet.**



This home can be used as a Family Care Home.



Construction Section Frequently Asked Questions

If the answer to questions you have are not in this presentation, please contact the Construction Section Help Desk at (919) 855-3893



FREQUENTLY ASKED QUESTIONS

1. What are my options if my bedrooms don't have the required square footage?

The Licensure Rules are the minimum requirements that all facilities to be licensed are required to meet. It may be necessary to limit the capacity of the facility due to bedroom sizes or renovate the facility to ensure the minimum requirements are met.





FREQUENTLY ASKED QUESTIONS

2. I only want to have 4 residents. Why do I have to have a dining room or dining area with a minimum of 120 square feet?

The Licensure Rules are the minimum requirements that all facilities to be licensed are required to meet. It may be necessary to renovate the facility to ensure the minimum requirements are met OR this family might not be able to be licensed under the Family Care Home program.

3. My bedrooms do not have closets and I plan to buy wardrobes to meet the minimum requirements. How do I know if my bedrooms are still large enough?

Since the Licensure Rules require minimum square footage for bedrooms depending on the number of residents in the bedroom, the minimum size of a closet must be subtracted from the bedroom square footage in order to accommodate the wardrobe to be installed..



FREQUENTLY ASKED QUESTIONS

4. I received notice from the Construction Section that my application has been received. When will I get an inspection?

- *Once your application is received, the construction invoice outlining the appropriate fee will be sent to the email address on the application.*
- *The construction fee must be returned and paid before a plan reviewer can be assigned to your project.*
- *Once your project is assigned, a project plan reviewer will send the individual listed on the application as the contract person the review letter.*
- *If all review comments have been satisfied and all documentation has been received, an inspection will be scheduled.*



FREQUENTLY ASKED QUESTIONS

5. Can Construction Section do a pre-inspection prior to me submitting my application or buy/renting a home?

No. Construction Section do not perform pre-DHSR inspections. The Licensure Rules are available for reading and printing on our website. Construction Section's help desk with also answer any questions you have about the minimum requirements at anytime during the licensing process.

6. The window in my dining room is not operable. What can I do?

*Licensure Rules are minimum requirements and require an operable window in dining rooms or a door with a view to the outside. It may be necessary to renovate the facility to add an operable window or door to the outside, **OR**, this home might not be able to be licensed under the Family Care Home program.*



FREQUENTLY ASKED QUESTIONS

7. If I have a second story, will I be required to install an exterior exit at that location?

Yes. Each level of a Family Care Home must have at least two exits, even if the upstairs will be used as office space. Verification must also be made with the local code inspection department if both exits from the 2nd story are required to be directly to the outside.

8. Will a handicap ramp be required?

Depends. If you provide services for a non-ambulatory resident and/or if the home is not at grade. Non-ambulatory includes wheelchair, walker, etc. and will require a ramp(s).