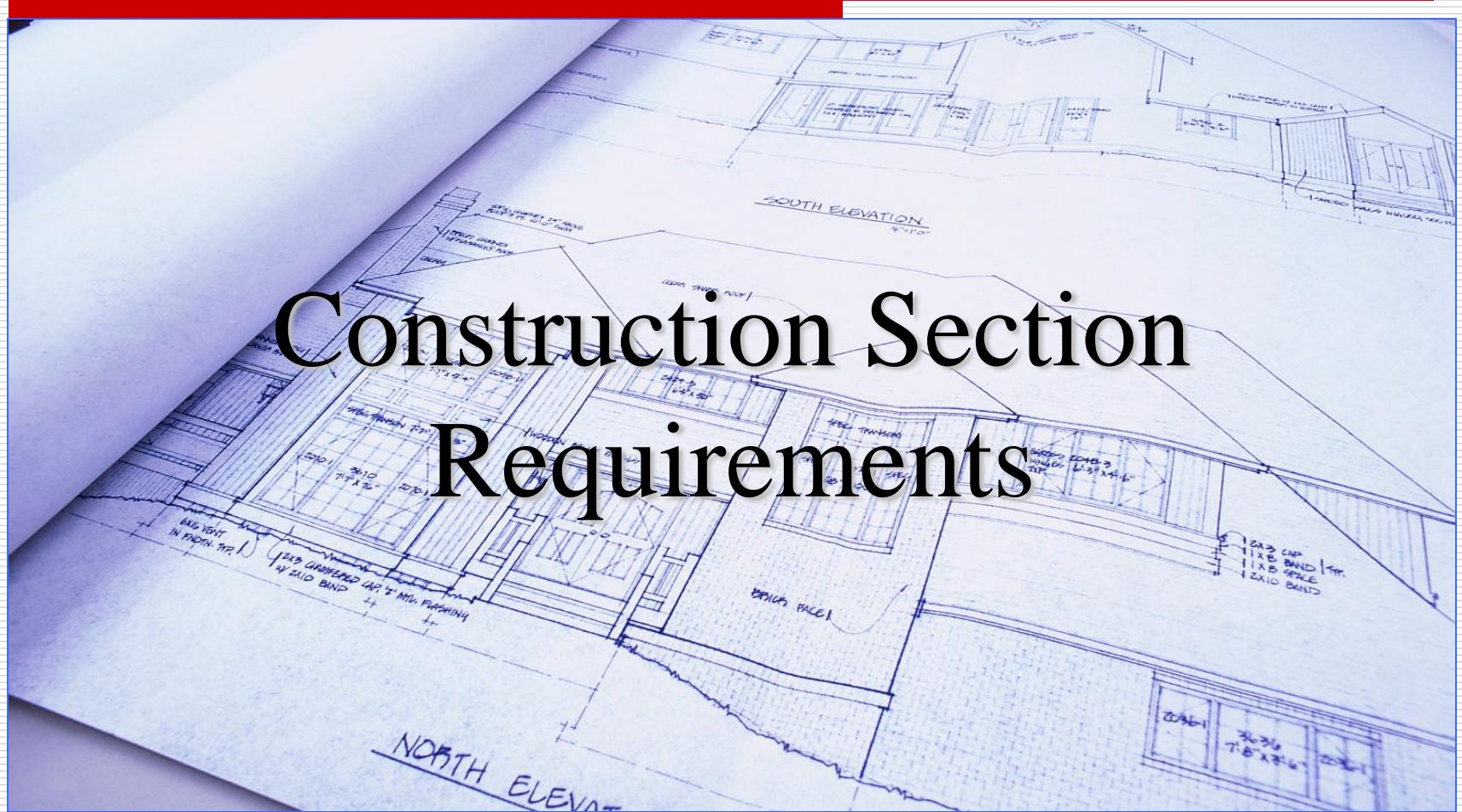




NC DEPARTMENT OF
HEALTH AND HUMAN SERVICES
www.ncdhhs.gov

Construction Section Requirements





PLEASE READ YOUR RULES

The overall Physical Plant Rules for Mental Health are outlined under 10A NCAC 27G Section .0300. Certain programs have additional physical plant rules (i.e. 27G .2100, .4100, .4300, .5100 and .5200). If you are operating under one of those programs, those rules as well as the overall physical plant rules will apply or in some cases may supersede certain aspects. These rules in conjunction with the current NC Building Codes establish how inspections are conducted. We urge you to contact our **Help Desk** at **919-855-3893** with any questions concerning construction requirements.



PROVIDER'S RESPONSIBILITIES

The Application

- ✓ Completely fill out Page 12 through 29, then sign and date the application.
 - ✓ Pages 15 & 16 lists the Service Categories. Check your category and the number of beds desired.
 - ✓ Accurate contact information must be provided to facilitate setting up your inspection.
 - ✓ **Provide the Construction Section with an email address and working phone number.**
 - ✓ Know the difference between Ambulatory and Non-Ambulatory and check the appropriate space.
-



PROVIDER'S RESPONSIBILITIES

Additional Documents

Submit the following (continue):

- ✓ **Local Zoning Department** approval for the proposed use- G.S.168
 - ✓ **Letter of Support from LME/MCO** (Local Management Entity/Managed Care Organization)
 - ✓ 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
-



PROVIDER'S RESPONSIBILITIES

Floor Plan

Submit the following:

- ✓ A floor plan that specifies the following:
 - a. All levels including basements and upstairs
 - b. Identification of all rooms/spaces
 - c. Dimensions of all bedrooms, excluding any toilets and bathing areas. Clarify if double or single occupancy
 - 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. Verify they are wired into the house current with battery backup and that they are interconnected. (If one detects smoke, all alarm together)
-



CONSTRUCTION SECTION'S NEXT STEPS

-
- ✓ After your application is submitted to Licensure, it is reviewed and forwarded to the Construction Section.
 - ✓ The application and its contents are then verified by the Construction Section.
 - ✓ The Construction Section then assigns a project number and sends you an acknowledgment letter along with an invoice.
 - ✓ The construction invoice outlining the appropriate fee must be paid before the initial inspection can be scheduled. The inspection will be scheduled within 4 weeks after payment is received.
-

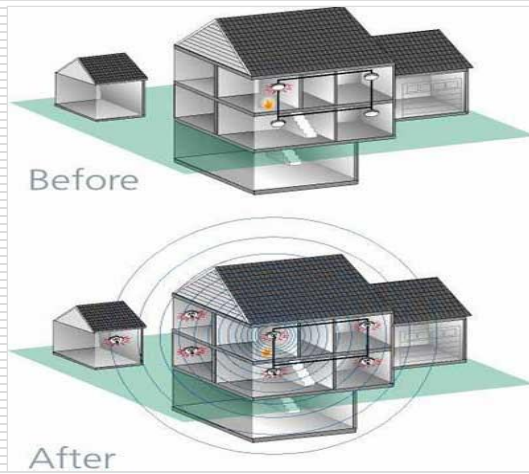


CONSTRUCTION SECTION'S NEXT STEPS

✓The inspection is scheduled and upon completion of the inspection, we will sit with you and discuss any deficiencies that must be corrected. The Construction Section reviewer will send you an inspection letter stating the deficiencies found. Once corrections have been completed for the items found in the inspection letter, you must provide written responses to each deficient item, and provide verification each item is completed. The Construction Section will then verify the deficiencies are corrected either through another site visit or by submitted documentation. Some corrected deficiencies may be shown with photographs/invoices. When all deficiencies are corrected and verified, a letter is sent informing you that your facility has been recommended for licensure.



Applicable Building Code Items: What We Look for During the Inspection



Smoke Detectors

120-volt smoke detectors must be permanently connected to the house current, battery backed-up and interconnected. They must be installed in each bedroom and outside of each bedroom or cluster of bedrooms. They must be installed on each story of the home including the basement.



Ground Fault Interrupter Protection

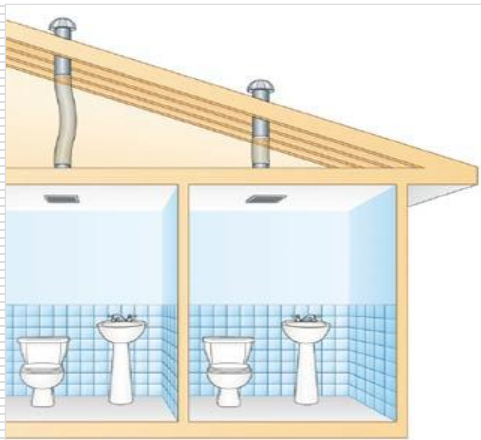
GFCI receptacles must be installed along kitchen countertops, in bathrooms, garages, laundry rooms and at all outdoor locations.



Applicable Building Code Items: What We Look for During the Inspection



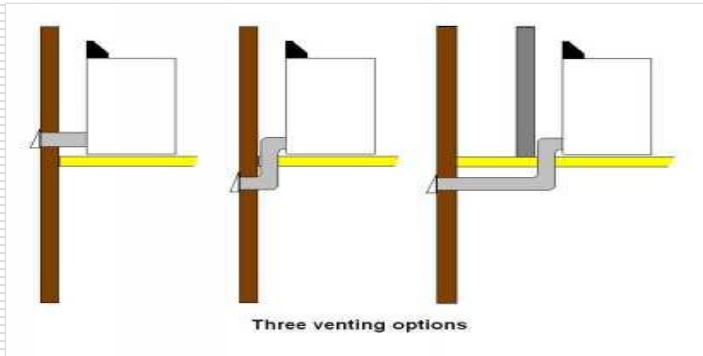
Kitchen Range Hood
The range hood must be vented to the outdoors unless it is a listed recirculating hood. The hood must be provided with a clean, approved charcoal filter.



Bathroom Ventilation
An exhaust fan must be provided unless there is an operable window. The exhaust fan must be vented to the outside of the home, not into the attic



Applicable Building Code Items: What We Look for During the Inspection



Clothes Dryer Exhaust

Smooth interior metal duct(0.016 thickness) vented to the **OUTSIDE** of the home connected to a backdraft damper



NO



YES



Applicable Building Code Items: What We Look for During the Inspection

Flexible Duct

UL listed flexible duct may be used to connect dryer to the metal duct inside home





Applicable Building Code Items: What We Look for During the Inspection



Railings

Porches, balconies or raised floor surfaces over 30" high must have guardrails meeting the requirements of the NC Building Code at the time the home was built.



Interior Finish

Any wood paneling must be treated with an approved fire retardant paint or 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. (This does not include knotty pine paneling, cabinets, closet interiors or garages).



Example of Approved Fire Retardants: Must meet minimum “Class C” fire resistance

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**



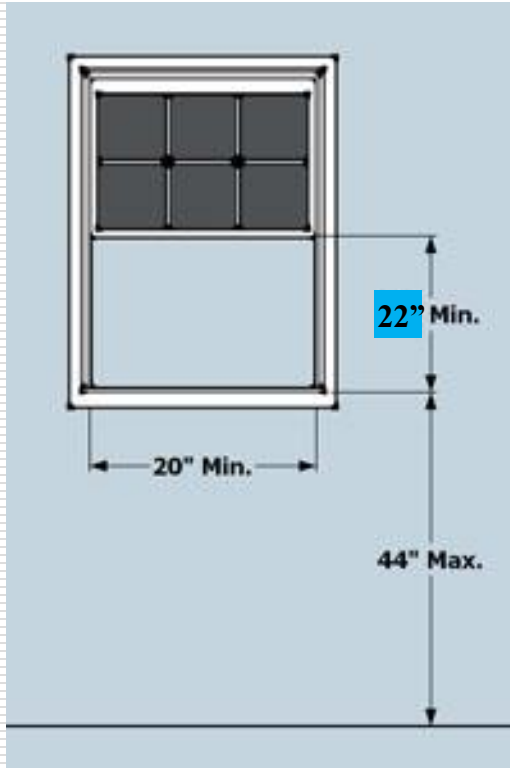
Flame Guard - Fire Retardant
Treatment for Water Based Latex Paints
Contact: **Hy-Tech Thermal Solutions**
Phone: **321-984-9777**



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.



Applicable Building Code Items: What We Look for During the Inspection



**Minimum opening size is 576
square inches (4 square feet)**

Emergency Egress

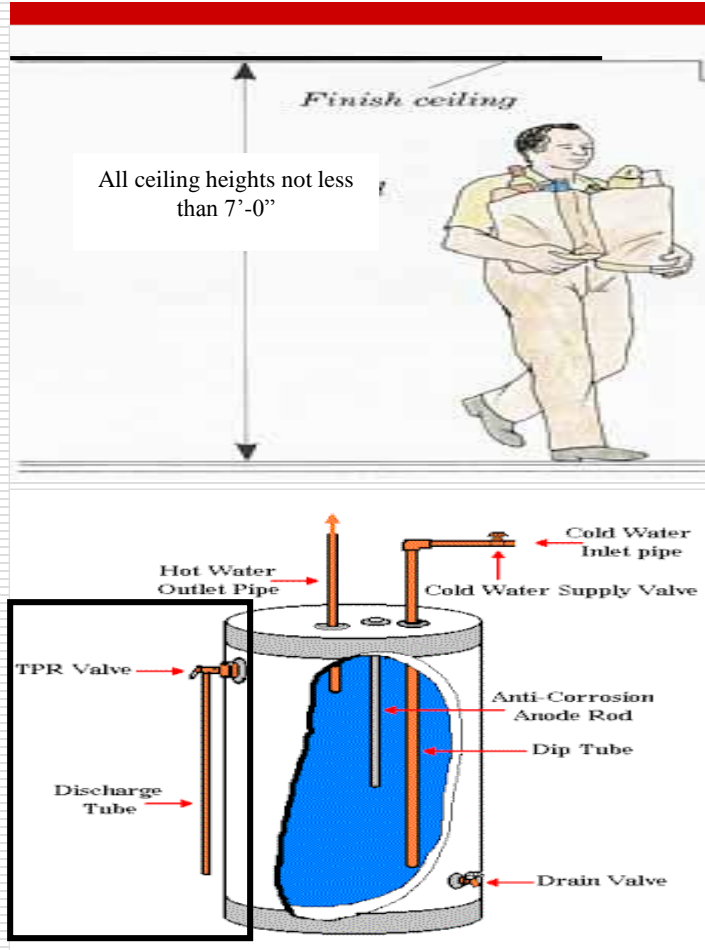
Every sleeping room must have at least one operable window OR an exterior door that is approved for emergency egress. The window size and clear opening must be in accordance to the requirements at the time the facility was built.

***** If home was built prior to 1995 *******

- 1. a minimum dimension of 16" was allowed**
- 2. 432 square inch opening was allowed**
- 3. A 48" sill height was allowed**



Applicable Building Code Items: What We Look for During the Inspection



Minimum Ceiling Height

Residential ceiling heights must be no less than 7 feet for every room in the house.

Hot Water Temperature

Between **100** degrees and **116** degrees (°F)

Pressure Relief Valve

The pressure 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). CPVC, Copper piping, or other materials acceptable by Code may be used.



Applicable Building Code Items: What We Look for During the Inspection



2-Story Homes – Remote Exit

If the home is requesting 4 to 6 clients and the home is a two story dwelling, the home must meet the requirements of Section 425.2.1 which states that each normally occupied story of the facility shall have two remotely located exits. The interior stair is considered one of the required exits from the second level.



Licensure Rules Requirements: What We Look for During the Inspection

✓ Bedrooms

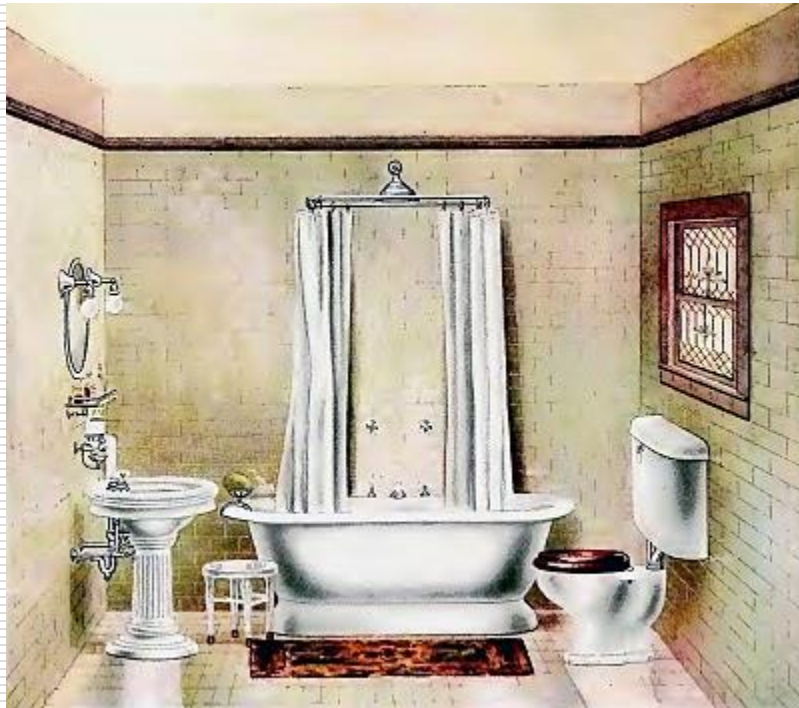
- a) **Single occupancy** bedrooms must have a minimum of **100 square feet**
- b) **Double occupancy** bedrooms must have a minimum of **160 square feet**

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

- c) **Separate** bedrooms must be provide for live in staff and family
 - d) **No client** is permitted to sleep in an unfinished basement or in an attic
 - e) **In a residential facility licensed under residential building code standards bedrooms above or below the ground level shall be used only for individuals who are capable of moving up and down the steps independently.**
-



Licensure Rules Requirements: What We Look for During the Inspection



Bathrooms

At least one full bathroom must be provided for each five or fewer persons, including live-in staff of the facility and their family.



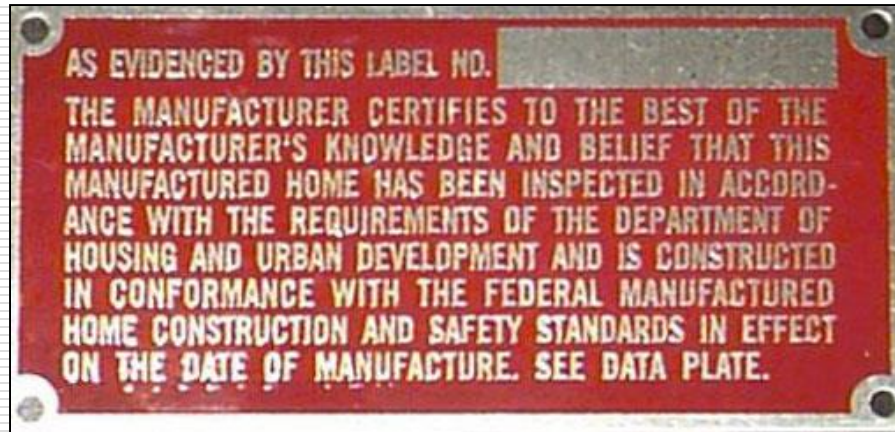
Manufactured/Mobile and Modular Home Use Within the MHL Program

- ✓ **Manufactured/Mobile Homes** may be licensed under .5600 Supervised Living or .5100 Community Respite Services programs **only**. The home must have a HUD label.
 - ✓ **Manufactured/Mobile Homes** may only be licensed for **three or fewer residents**.
 - ✓ **Modular Homes** may serve any program as they are classified as Single Family Residential. The home must have a Validation Stamp.
 - ✓ **Manufactured/Mobile Homes and Modular Homes** still require approval from the local jurisdiction.
-



Manufactured and Modular Home Use Within the MHL Program

How Manufactured/Mobile Homes are Identified (Post June 1976)



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.**



Manufactured and Modular Home Use Within the MHL Program

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, in the electrical panel or in a utility closet.**



Permits and Approvals

All required building permits and final approvals must be obtained from the local authorities having jurisdiction. The required approval forms must come from the local authorities, but they may require you to have the forms provided by Construction. DHSR-Construction must have the following inspection forms before a recommendation for licensure is made:

Group Home Approval Form-(Completed by local Building Inspector)
(DHSR-Construction form) or if you receive a Certificate of Occupancy or any approval from the local building official, it must state the facility meets the appropriate classification under Section 428 of the current NCSBC if you have 4 or more clients.

Fire & Building Safety Inspection Report (Completed by Fire Marshal)
(DHSR-Construction form)

NC Division of Environmental Health Form “Inspection of Residential Care Facility – Sanitation Inspection” (NCDENR form 2094) (Completed by County Environmental Health Department)



NC State Building Section 428: Licensed Residential Care Facilities

428.1 Classification. Buildings in which more than three people are harbored for medical, charitable or other care or treatment shall be classified as Residential Care Facilities. The State Agency having jurisdiction shall classify the facility as a Residential Care Home, Small Residential Care Facility, Small Non-Ambulatory Care Facility or Large Residential Care Facility.

428.1.1 Fire extinguishers shall be installed in Licensed Residential Care Facilities in accordance with the North Carolina Fire Prevention Code.

428.1.2 Where two exits are required, the exits or exit access doors shall be so located and constructed to minimize the possibility that both may be blocked by any one fire or other emergency condition.

428.2 Residential Care Homes. Homes keeping no more than six adults or six unrestrained children who are able to respond and evacuate the facility without assistance, determined by the State Agency having jurisdiction to be licensable, shall be classified as Single Family Residential (North Carolina Residential).

428.2.1 Each normally occupied story of the facility shall have two remotely located exits.

428.2.2 Smoke detectors shall be provided on all levels per the North Carolina *Residential*.

428.2.3 Interior wall and ceiling finish shall be Class A, B or C.

428.2.4 Unvented fuel-fired heaters and portable electric heaters shall not be used.



FREQUENTLY ASKED QUESTIONS

**Below are a Number of Questions Routinely asked
Regarding the Construction Process**

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.

2) If I have a second story will I be required to install an exterior exit at that location?

Yes. If you have four or more residents, even if the upstairs will be used as storage or office space.

3) Will a handicap ramp be required?

If you provide services for a non-ambulatory clients and those non-ambulatory clients have a physical impairment that requires a handicap ramp(wheelchair) a ramp must be provided. Also, some local jurisdictions require ramps regardless of program, the type of home it is or the number of clients that will occupy the facility. Verify requirements with the local Inspections Department.

4) Can Construction inspect my facility before I submit my application?

No, first you will be invoiced by Construction. Once that fee has been paid Construction will make an onsite inspection visit to your facility. Questions about a home may be handled through phone calls and email prior to submitting an application.

5) What is a Non- Ambulatory client?

Any client who is NOT able to evacuate the facility without verbal or physical assistance.



FREQUENTLY ASKED QUESTIONS

**Below are a Number of Questions Routinely asked
Regarding the Construction Process**

6) What is an Ambulatory client?

Any client who IS able to evacuate the facility without verbal or physical assistance, including clients in wheelchairs and those using walkers.

7) Are my clients allowed to smoke in my facility?

House Bill 1294 Section 3, Article 1 of Chapter 122C of the General Statutes was amended to read "Smoking prohibited; penalty". In essence, smoking is not allowed inside the facility by any person living or employed at such location.

8) Can a client access a bedroom through another client's bedroom?

No. Access to a clients' bedrooms cannot be through another room being occupied by a client as a bedroom.

9) If I don't have built-in closets can it still be used as a bedroom?

Yes, but wardrobes must be added.

10) Am I required to have a fire retardant on my interior walls?

If the walls have wood paneling they must be treated with an approved fire retardant paint unless documentation is provided that verifies the finish is a Class C or higher. Knotty Pine, mill lumber with no paint/varnish finish is acceptable. If mill lumber has paint/varnish it must be treated.*
