

STATE FIRE MARSHAL (SFM)		BUILDING CODE ENFORCEMENT (BCE)					
LICENSED CLIENT LOAD					CALCULATED OCCUPANCY LOAD		
7 to 49 Clients					50 or More Clients		
EXISTING DAYCARES IN EXISTING BUILDINGS TYPE II DAYCARES IN RESIDENTIAL HOMES 7 TO 12 CLIENTS	EXISTING DAYCARES IN EXISTING BUILDINGS TYPE I DAYCARES 13 TO 49 CLIENTS	CHANGE OF USE TYPE II DAYCARES IN RESIDENTIAL HOMES 7 TO 12 CLIENTS	CHANGE OF USE TYPE I DAYCARES 13 TO 49 CLIENTS	NEW BUILDINGS OR ADDITIONS TO EXISTING BUILDINGS TYPE I DAYCARES 13 TO 49 CLIENTS	EXISTING DAYCARES IN EXISTING BUILDINGS TYPE I DAYCARES 50 OR MORE	CHANGE OF USE TYPE I DAYCARES 50 OR MORE	NEW BUILDINGS AND ADDITIONS TO EXISTING BUILDINGS TYPE I DAYCARES 50 OR MORE
INSPECTION PROCEDURE					INSPECTION PROCEDURE		
SFM	SFM	Projects are to be handled by BCE Field staff utilizing the Type II Daycare guidelines.	Projects may be handled by BCE Field staff if the scope of work is minor in nature.	Projects are to be submitted to BCE for review and approval.	Projects may be handled by BCE Field Staff only when increase in license does not change building layout or work is of a minor nature.	Projects may be handled by BCE Field staff if the scope of work is minor in nature.	Projects are to be submitted to BCE for review and approval.
SFM	SFM	Copy SFM and Plumbing Inspector on approvals.	Projects that are large in scope shall be submitted to BCE for review and approval.	Plan Reviewer shall copy SFM and Plumbing Inspector on approvals.	Projects that are large in scope shall be submitted to BCE for review and approval.	Projects that are large in scope shall be submitted to BCE for review and approval.	All increases in client load will be done by BCE regardless of scope of work.
SFM	SFM	BCE Field Inspector shall notify the SFM & Plumbing Inspector of a final inspection.	Plan Reviewer shall copy SFM and Plumbing Inspector on approvals.	BCE Field Inspector shall notify the SFM & Plumbing Inspector of a final inspection.	All increases in client load will be done by BCE regardless of scope of work.	All increases in client load will be done by BCE regardless of scope of work.	Plan Reviewer shall copy SFM and Plumbing Inspector on approvals.
SFM	SFM	*Non-licensed Certified Family Child Care Homes do not require an inspection by HBC, Contact CHFS Melissa Moore. 502-564-7962 Ext. 3320 or melissa.moore@ky.gov.	BCE Field Inspector shall notify the SFM & Plumbing Inspector of a final inspection.		Plan Reviewer shall copy SFM and Plumbing Inspector on approvals.	Plan Reviewer shall copy SFM and Plumbing Inspector on approvals.	BCE Field Inspector shall notify the SFM & Plumbing Inspector of a final inspection.
					BCE Field Inspector shall notify the SFM & Plumbing Inspector of a final inspection.	BCE Field Inspector shall notify the SFM & Plumbing Inspector of a final inspection.	

TYPE I DAY CARE FACILITY

Structure providing care for thirteen (13) or more CLIENTS having a program less than twenty-four (24) hours per day per client. These are the requirements when needing to work with the Division of Building Code Enforcement.

FACILITY LICENSED FOR: Thirteen (13) but no more than forty-nine (49) clients	<u>PRIOR TO MAKING ANY ALTERATIONS OR CHANGES, YOU MUST:</u> 1. Request an application for license from the Cabinet for Health and Family Services at 502-564-7962 for this information. 2. Plumbing permit will be required – see your local state plumbing inspector for applicable plumbing permits. 3. When you are constructing a new building or adding on to an existing building, complete construction plans shall be submitted to the Division of Building Codes Enforcement (502-573-0373) for review and approved prior to the start of construction. 4. When you have an existing building to be converted to a day care facility, contact a Technical Advisor (TA) with Building Code Enforcement (BCE) at 502-573-0373. Based on the preliminary discussion by one of the TAs, they may request plans to be submitted for review and approval or request the owner to call and set up an appointment with the Field Inspector. At the availability of the field inspector, they will meet the owner at the facility and determine the following: - a Make a determination if the scope of the project is such that it can handle in the field as a field project. If scope is too large then - b Advise owner that a complete set of construction plans are to be submitted to the Division of Building Codes Enforcement (502-573-0373) for review and approved prior to the start of construction. (If you are unable to prepare the construction plans, contact someone with construction knowledge and drafting ability. This is your responsibility.)
Fifty (50 but no more than ninety-nine (99) clients	<u>PRIOR TO MAKING ANY ALTERATIONS OR CHANGES, YOU MUST:</u> Submit a complete set of construction documents for all new construction and existing buildings. 1. A new building will require a complete set of construction drawings consisting of a site survey, site plan, floor plan, electrical plan, mechanical (heating-cooling) plan, typical cross section through the footing, wall, and roof structure, structural plans, roof truss diagrams (if applicable). Plumbing risers and plans shall be submitted to your local health department and then on to the Division of Plumbing (502-573-0397) for plumbing permits. a. Existing buildings to be converted to day care use will require a complete set of construction drawings as identified in item 1 above. Since daycare code provisions are not the same as those required for other uses and occupancies, the existing building will require a full review for code compliance. 2. A design professional (architect or engineer will not be required on drawings, unless the drawings are pre-engineered components (roof or floor trusses, pre-engineered building, pole building) but the drawings shall be drawn to scale, fully dimensioned and legible. (If you are unable to prepare the construction plans, contact someone with construction knowledge and drafting ability. This is your responsibility.)

TYPE II DAY CARE FACILITIES

Home or dwelling unit regularly provides care of seven (7) but not more than twelve (12) children less than 24 hours per day per client. The director's own preschool children shall be included. This facility shall be occupied by a center staff member as their principle place of residence. These are the requirements when needing to work with the Division of Building Code Enforcement.

FACILITY LICENSED FOR: Seven (7) but no more than twelve (12) clients	<u>PRIOR TO MAKING ANY ALTERATIONS OR CHANGES, YOU MUST:</u> 1. Request an application for license from the Cabinet for Health and Family Services. They can be contacted at 502-564-7962. 2. Plumbing plans will be required – see your local state plumbing inspector for the requirements. 3. Floor plans are not required unless requested by field inspector. (Examples are where there is an addition, new interior partitions, substantial remodeling, structural problems or when the location of the center may be questionable. 4. Comply with the requirements identified by the General Inspection Section as needing correction. Note: The structure shall not be occupied as a day care facility until it is approved by General Inspection Section and licensed by the Cabinet for Health and Family Services.
--	--



PUBLIC PROTECTION CABINET

Andy Beshear
GOVERNOR

Jacqueline Coleman
LIEUTENANT GOVERNOR

**Kentucky Department of Housing,
Buildings and Construction**
500 Mero Street, First Floor
Frankfort, Kentucky 40601
Phone: (502) 573-0365

DJ Wasson
SECRETARY

Max Fuller
COMMISSIONER

Cooking Disclosure Form

I _____ including all employees will not conduct cooking that produces grease laden vapors. This cooking includes any stove top, hot plate frying or deep frying,

If upon inspection of this office that evidence exists that indicates cooking that produces grease laden vapors, the owner shall install a Type I range hood with a suppression system. In lieu of the Type I range hood all cooking that produces grease laden vapors shall cease and desist.

_____ Owner in responsible charge _____ (Date)

_____ Authority having Jurisdiction _____ (Date)