



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. 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. The Construction Section will not make any site visits until the construction fee is paid. We urge you to contact us at 919-855-3893 with any questions concerning construction requirements.



How The Survey is Set Up: PROVIDER'S RESPONSIBILITIES

- ✓ Completely fill out Page 10 of 29, then sign and date the application.
 - ✓ Page 14 & 15 of 29 lists the Service Categories. Check your category and the number of beds desired.
 - ✓ The construction invoice outlining the appropriate fee must be returned and paid in advance of the initial inspection survey.
 - ✓ 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.
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How The Survey is Set Up: PROVIDER'S RESPONSIBILITIES

Submit the following:

- ✓ 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 any toilets and bathing areas. Clarify 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 noting whether they are battery operated, wired into the house current with battery backup, and if they are interconnected
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How The Survey is Set Up: PROVIDER'S RESPONSIBILITIES

Submit the following (continue):

- ✓ 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
 - ✓ Letter of Support from LME/MCO
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How The Survey is Set Up: CONSTRUCTION'S RESPONSIBILITIES

- ✓ After your application is submitted to Licensure, it is reviewed and forwarded to the Construction Section.
 - ✓ The application and its contents are verified by Construction.
 - ✓ Construction verifies your application, assigns a project number and sends you an acknowledgment letter along with a construction invoice.
 - ✓ The construction invoice outlining the appropriate fee must be returned and paid before the initial inspection can be done. The inspection will be scheduled 3-4 weeks after payment is received
 - ✓ The individual listed on the application as the contact person will be notified to schedule the inspection, so accurate information must be provided.
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How The Survey is Set Up: CONSTRUCTION'S RESPONSIBILITIES

✓ Upon completion of the inspection, we will sit with you and discuss any deficiencies that must be corrected. DHSR-Construction 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. DHSR-Construction will verify the deficiencies are corrected either through another site visit or by submitted documentation. When all deficiencies are corrected, 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

One 120 –volt smoke detector permanently connected to the house current and battery backed-up. Interconnected; installed in each bedroom; installed outside of any bedroom or cluster of bedrooms; installed on each story of the home including the basement if habitable.



Ground Fault Interrupter Protection

Along countertops, in Garages, outdoor outlets, and Bathrooms

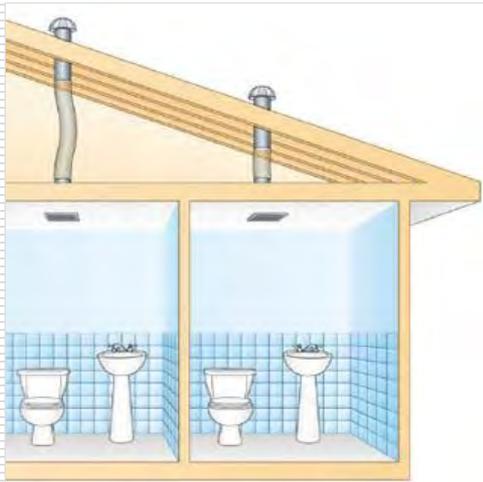


Applicable Building Code Items: What We Look for During the Inspection



Kitchen Range Hood

Vented to the outdoors or if its an unvented hood with an approved charcoal filter; there is no MHL rule requirement for a range hood, but the home must meet 10A NCAC 27G .0303(4)(c) requiring local ordinances and zoning laws be met.

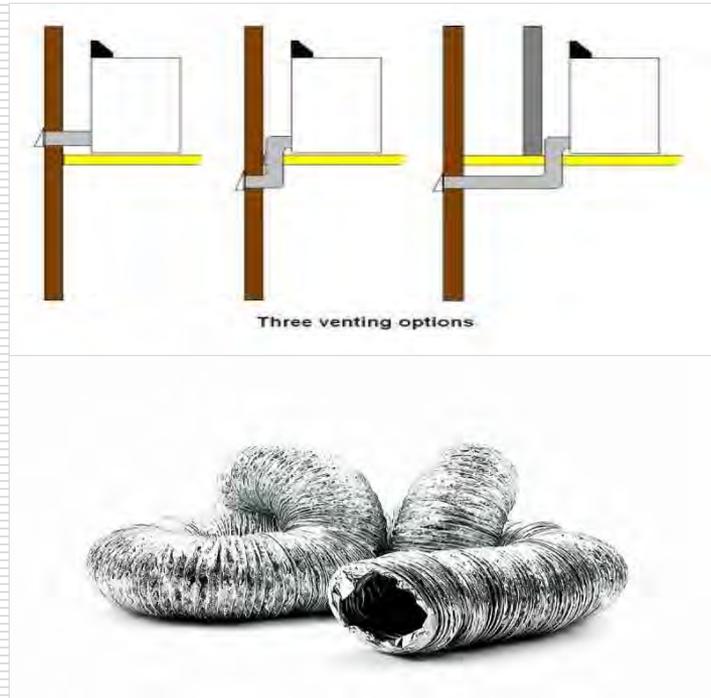


Bathroom Ventilation

Not required unless there is no window. If installed it must be vented to the outside of the home not into the attic



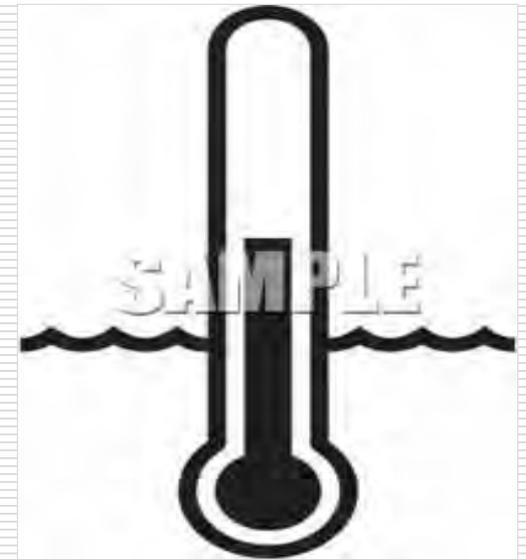
Applicable Building Code Items: What We Look for During the Inspection



Clothes Dryer

Non-combustible metallic flex duct
vented to the **OUTSIDE** of the home
connected to a backdraft

Water Temperature
Between **100** degrees and **116** degrees





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



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).



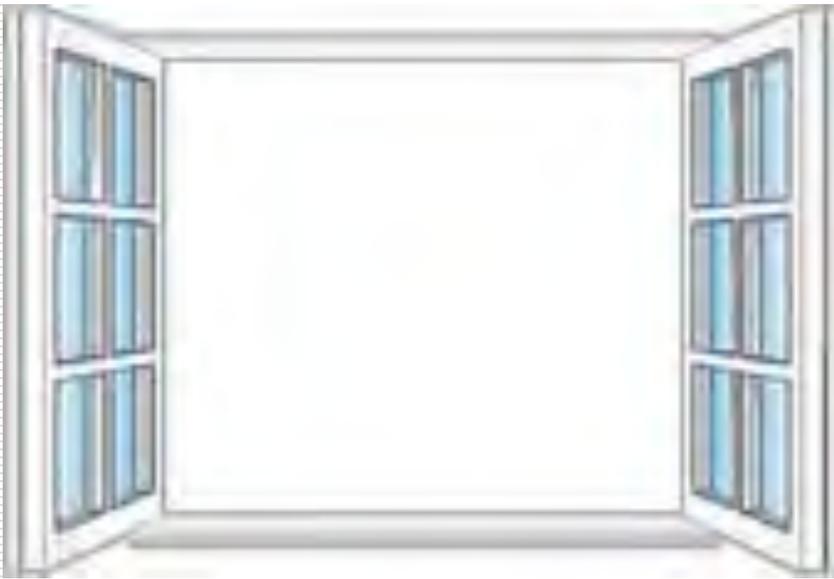
Railings

Porches, balconies or raised floor surfaces that are 30" or more above grade must have guardrails not less than 36" in height.



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

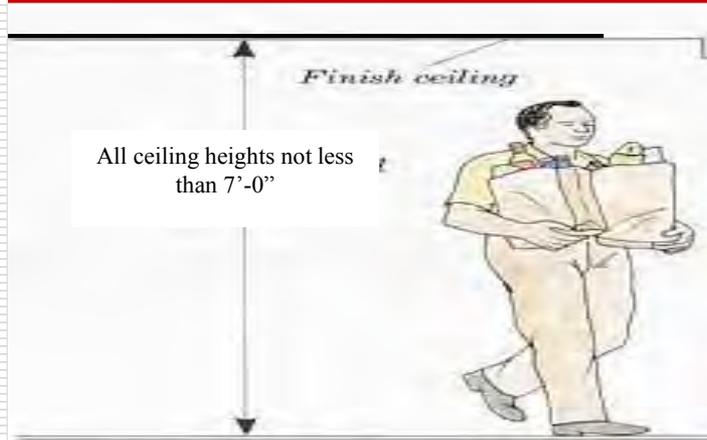
Emergency Egress



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.

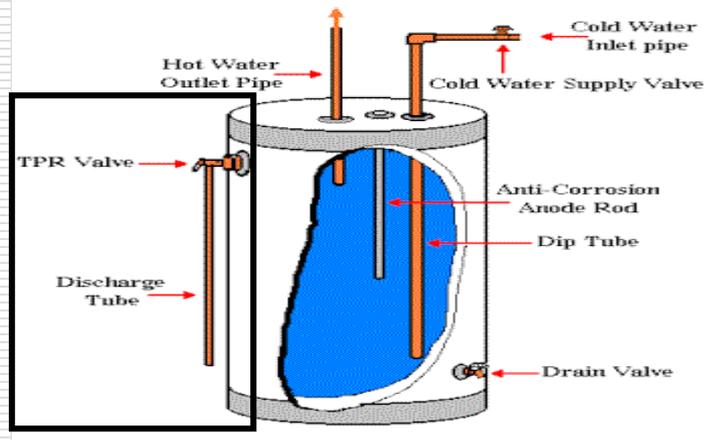


Applicable Building Code Items: What We Look for During the Inspection



Minimum Ceiling Height

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



Discharge Relief Valve

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.



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 or if 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



Licensure Rules Requirements: What We Look for During the Inspection

✓ Bedrooms

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

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

- c) **Separate** bedroom for overnight accommodations for persons other than clients
 - 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 and without elevators, bedrooms above or below the ground level shall be used only for individuals who are capable of moving up and down the steps independently.**
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Licensure Rules Requirements: What We Look for During the Inspection



Bathrooms

At least one full bathroom for each five or fewer persons, including staff of the facility and their family.



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.



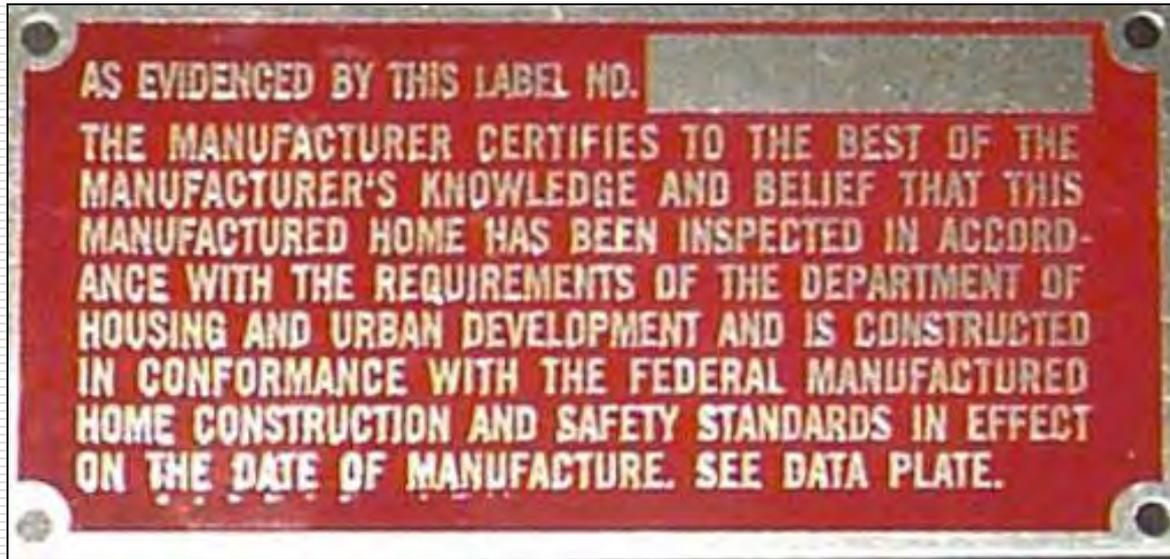
Manufactured/Mobile and Modular Home Use Within the MHL Program

- ✓ **Manufactured/Mobile Homes** may serve three or fewer residents including occupants of the facility that require care by the caregivers.
 - ✓ **Manufactured/Mobile Homes** may be licensed under .5600 Supervised Living or .5100 Community Respite Services programs only.
 - ✓ **Modular Homes** may serve any program as they are classified as Single Family Residential.
 - ✓ **Manufactured/Mobile Homes and Modular Homes** still require the approvals from the local jurisdictions.
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Manufactured and Modular Home Use Within the MHL Program

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.



Manufactured/Mobile 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 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 forms provided by Construction. DHSR-Construction must have the following inspection forms before a recommendation for licensure is made:

Group Home Approval Form

(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 425 of the current NCSBC

Fire & Building Safety Inspection Report

(DHSR-Construction form)

NC Division of Environmental Health form “Inspection of Residential Care Facility” (NCDENR form 2094)



NC State Building Section 425: Licensed Residential Care Facilities

425.1 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.

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

425.1.2 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.

425.2 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).

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

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

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

425.2.4 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 office space.

3) Will a handicap ramp be required?

Depends. If you provide services for a non-ambulatory client and those non-ambulatory clients have a physical impairment that requires a handicap ramp, i.e. wheelchair. 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.

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

No. You will be invoiced by Construction. Once that fee has been paid Construction will make an onsite inspection visit to your facility.

5) What is a Non- Ambulatory client?

Any clients 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 resident who IS able to evacuate the facility without verbal or physical assistance.

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 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 varnish finish is acceptable. If mill lumber has varnish it must be treated.*
