

# FORT BEND COUNTY FIRE MARSHAL



## Guide to Obtaining Certificate of Compliance for Boarding Homes

This guide is intended as a resource for the site plan and floor plan submittal requirements for Boarding Homes in order for you to obtain your Certificate of Compliance issued by Fort Bend County Fire Marshal's Office. The Certificate of Compliance is required prior to applying for you Boarding Home Permit. This guide is for structures that are pre-existing and **NOT** new construction. Your submitted floor plans should include, but not limited to, location of Carbon Monoxide detectors, location of fire extinguishers, emergency lights, exit lights, laundry room with washer/dry, bathrooms, square footage of each room, how many occupants in each bedroom, location of beds in sleeping rooms, windows and doors. You must also submit with your floor plans a letter on company letter head stating in detail the type of services provided and how many residents are currently, or projected to be, in the home.

All Boarding Homes in Fort Bend County are required to have fire sprinkler and fire alarms. Once you have submitted your plans, and they are approved a permit will be issued. After the permit is issued your fire protection contractors will then be able to submit the plans for their respected systems. Once all construction is completed you will need to coordinate with your fire protection contractors before requesting the final inspection with the fire marshal's office. All permit inspections will be performed at the same time.

### QUICK CHECKLIST

**(Please see other state requirements for a Boarding Home within this packet)**

- A. Site plan and floor plan, see samples within this packet.
- B. Each facility must meet the following applicable codes and regulations:
  - a. Local zoning and building codes;
  - b. Federal, state and local fire codes;
  - c. Federal, state and local health & safety codes; and
  - d. Federal and state accessibility regulations.
- C. Each habitable room must have at least one window that can be easily opened.
- D. Occupant load for gross square footage of the home cannot exceed 200 square feet for each person.
- E. Sleeping rooms must have:
  - a. at least 70 square feet of floor space in a single-occupancy room.
  - b. at least 60 square feet of floor space for each occupant in a multi-occupancy room.
  - c. beds spaced at least three feet apart when placed side by side or end to end.

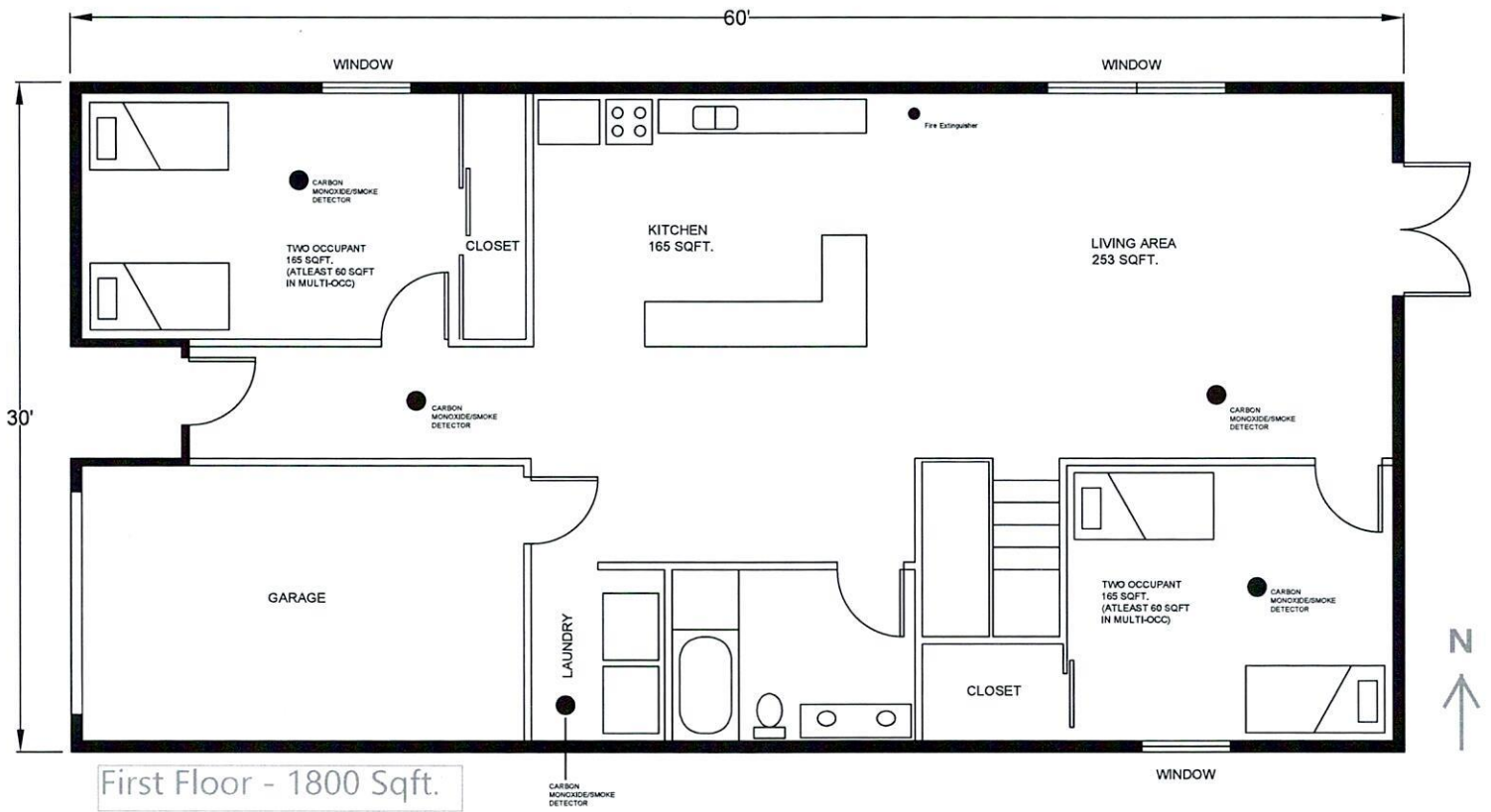
# FORT BEND COUNTY FIRE MARSHAL



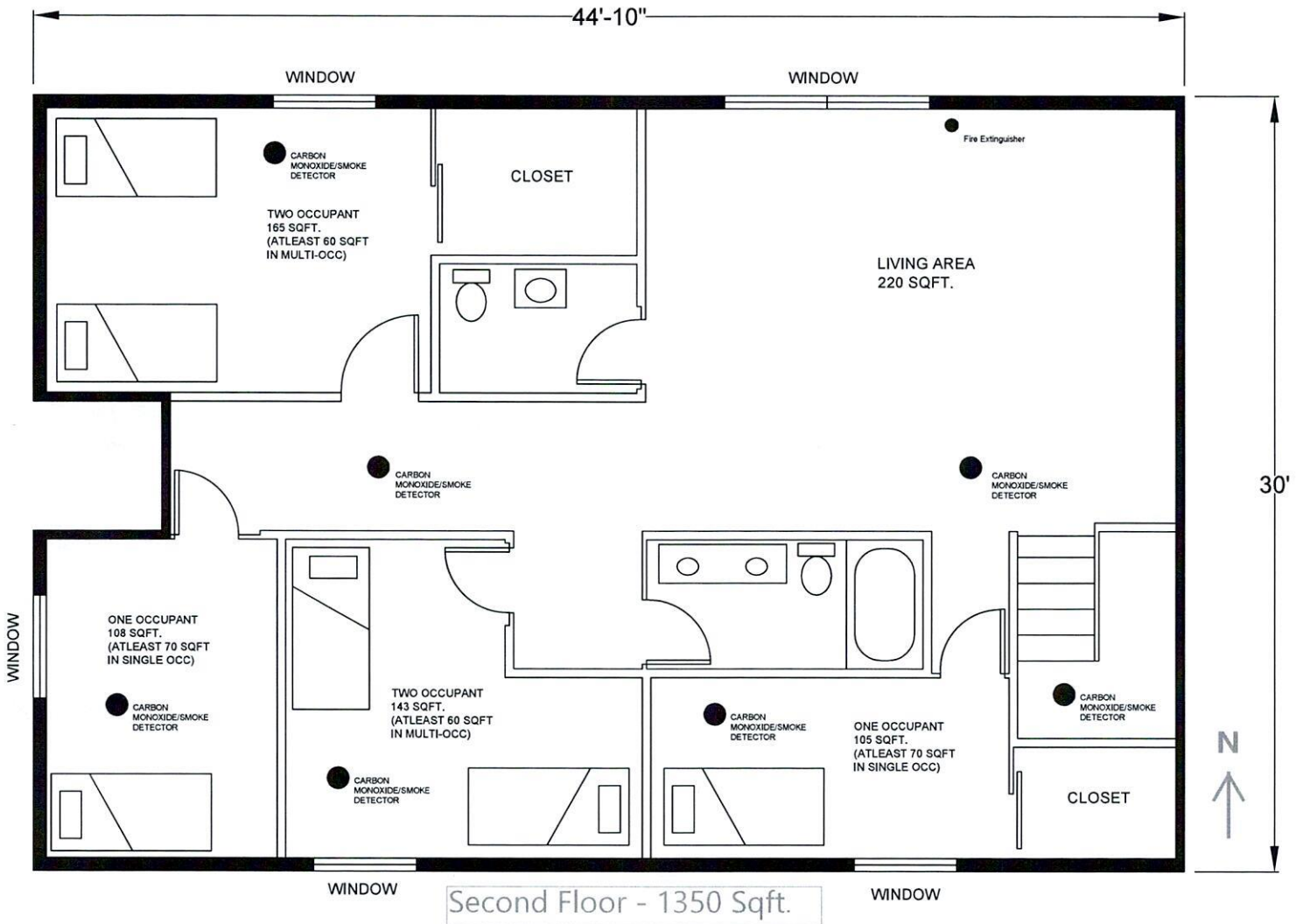
- F. Water closets, lavatories, bathtubs, showers must be:
  - a. available on each floor when not provided in each individual room;
  - b. provide one toilet, one lavatory, one bathtub or shower for every six residents;
  - c. accessible to residents without going outside of the building or without going through a sleeping room of another resident.
- G. Washer/Dryer:
  - a. A washer and dryer for every 10 residents.
  - b. Washer and dryer must be in a utility room/area that isn't in kitchen area.
- H. Posting an emergency evacuation plan throughout the facility.

# Sample Only - DO NOT REPLICATE

First Floor(1,800 sqft.) + Second Floor(1,350 sqft.) = 3,150 sqft. Total  
3,150 sqft. / 200 sqft per person = 16 Occ  
Total proposed residents = 10 Occ



# Sample Only - DO NOT REPLICATE







FORT BEND COUNTY FIRE MARSHAL'S OFFICE  
1521 EUGENE HEIMANN CIRCLE #114  
RICHMOND, TEXAS 77469  
OFFICE (281) 238-1500 FAX (281) 342-0431



## GAS SYSTEM TEST REPORT

FACILITY NAME: \_\_\_\_\_ DATE TESTED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

THIS IS TO CERTIFY THAT A GAS LEAK TEST HAS BEEN MADE AT THE ABOVE LOCATION IN ACCORDANCE WITH THE REQUIREMENTS OF THE INTERNATIONAL FUEL GAS CODE AND/OR NFPA CODE 54.

**CHECK ONE:**

\_\_\_\_\_ THE SYSTEM IS FREE FROM ANY LEAKS OR DEFECTS.

\_\_\_\_\_ THE SYSTEM IS IN NEED OF REPAIR- DESCRIBE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ THE SYSTEM HAS BEEN REPAIRED-DESCRIBE: \_\_\_\_\_

\_\_\_\_\_

DATE REPAIRED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

TX STATE PLUMBING LICENSE # \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

THIS FORM MUST BE RETURNED TO THE FIRE MARSHAL'S OFFICE, AND A COPY RETAINED IN THE FILES OF THE ABOVE FACILITY.



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## AC/HEATING SYSTEM TEST REPORT

FACILITY NAME: \_\_\_\_\_ DATE TESTED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

THIS IS TO CERTIFY THAT A HEATING SYSTEM TEST AND INSPECTION HAS BEEN MADE AT THE ABOVE LOCATION IN ACCORDANCE WITH THE REQUIREMENTS OF INTERNATIONAL MECHANICAL CODES AND/OR NFPA CODE 90.

**CHECK ONE:**

\_\_\_\_\_ THE SYSTEM IS FREE FROM ANY LEAKS OR DEFECTS.

\_\_\_\_\_ THE SYSTEM IS IN NEED OF REPAIR- DESCRIBE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ THE SYSTEM HAS BEEN REPAIRED-DESCRIBE: \_\_\_\_\_

\_\_\_\_\_

DATE REPAIRED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

TX STATE AIR CONDITIONING & REFRIGERATION LICENSE # \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

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## ELECTRICAL SYSTEM TEST REPORT

FACILITY NAME: \_\_\_\_\_ DATE TESTED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

THIS IS TO CERTIFY THAT A ELECTRICAL SYSTEM TEST AND INSPECTION HAS BEEN MADE AT THE ABOVE LOCATION IN ACCORDANCE WITH THE REQUIREMENTS OF THE NATIONAL ELECTRIC CODE NFPA 70.

**CHECK ONE:**

\_\_\_\_\_ THE SYSTEM IS FREE FROM ANY DEFECTS AND IS PROPERLY GROUNDED.

\_\_\_\_\_ THE SYSTEM IS IN NEED OF REPAIR- DESCRIBE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ THE SYSTEM HAS BEEN REPAIRED-DESCRIBE: \_\_\_\_\_

\_\_\_\_\_

DATE REPAIRED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

TX STATE ELECTRICIAN LICENSE # \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

THIS FORM MUST BE RETURNED TO THE FIRE MARSHAL'S OFFICE, AND A COPY RETAINED IN THE FILES OF THE ABOVE FACILITY.



## STATE REQUIREMENTS FOR BOARDING HOMES

### Standard 1. Construction/Remodeling

- A. Each owner/operator of a boarding home facility must ensure the residents' health, safety, comfort and protection through the following standards that address the construction or remodeling of a boarding home facility, including plumbing, heating, lighting, ventilation and other housing conditions.
- B. Each facility must meet the following applicable codes and regulations:
  - 1. Local zoning and building codes;
  - 2. Federal, state and local fire codes;
  - 3. Federal, state and local health & safety codes; and
  - 4. Federal and state accessibility regulations.
- C. Mobile homes shall not be permitted for use as boarding homes or additions to existing boarding homes.
- D. Interior doors to living spaces, bedrooms, bathrooms and toilet rooms must fit the openings in which they are hung, be properly equipped with hardware and be maintained in good working condition. Doors with locking devices must be provided where necessary to provide privacy and protection of the resident.
  - 1. Every closet door latch will be such that it can be readily opened from the inside in case of an emergency.
  - 2. Every bathroom door or door lock must permit the opening of the locked door in case of an emergency.
- E. Public pathways and stairways in buildings must maintain a minimum unobstructed width concurrent with federal fire codes and must be provided with convenient light switches controlling an adequate lighting system.
- F. Boarding home facilities must be supplied with electric service and fixtures that are properly installed and maintained in safe working condition and connected to a source of electrical power.
- G. Every boarding home facility must have heating and cooling equipment that are properly installed, vented, and maintained in a safe good working condition. The temperature of rooms intended for human occupancy will remain at a temperature between sixty-eight (68) and eighty- two (82) degrees Fahrenheit.
- H. Every boarding home facility must have water heating facilities that are properly installed, vented, in good working condition, and are properly connected with hot and cold water lines. The temperature of water drawn at every required sink, lavatory basin, bathtub or shower will remain at a temperature between one hundred and ten (110) and one hundred and twenty (120) degrees Fahrenheit.
- I. Every habitable room must have at least one window that can be easily opened, or such other device as will ventilate the room. Locks that can be easily opened manually from the inside must be provided on all exterior doors. All windows must be openable without tools. The window opening must meet local codes for emergency egress. The bottom of the window opening must not be more than 44 inches above the floor.



J. Sleeping rooms must have:

1. at least 70 square feet of floor space in single-occupancy rooms;
2. at least 60 square feet of floor space for each occupant in multi-occupancy rooms;
3. beds spaced at least three feet apart when placed side by side or end-to-end;
4. at least seven feet, six inches (7'6") ceiling height;
5. substantially limit ambulation and/or mobility;
6. beds at least six feet (6') long and three feet (3') wide equipped with supportive springs in good condition and a clean supportive mattress in good condition, and a mattress cover that prevents bodily fluids from soiling the mattress;
7. at least one pillow with a clean pillowcase, two (2) clean sheets, and a cover such as a blanket or quilt, in good condition, per bed, cleaned weekly or more often if soiled;
8. extra bed linens, including sheets, pillowcase and blankets must be available to each resident;
9. at least one chest of drawers or equivalent, in good condition having a sufficient number of drawers or other areas to contain all necessary items of clothing and personal belongings of each resident that can be locked/secured;
10. at least one chair in good condition in each sleeping room;
11. at least one end table in good condition located adjacent to each bed in each sleeping room;
12. sufficient hanging space to allow clothes not stored in drawers to be hung. Clothing must not be stored on the floor;
13. bath towels, washcloths, soap, individual comb and toothbrush must be available at all times and in quantity sufficient to meet the needs of the residents; and
14. access to emergency exit without passing through another sleeping room.

K. All equipment, fixtures, furniture, and furnishings, including windows, draperies, curtains, and carpets, must be kept clean and free of dust, dirt, vermin, and other contaminants, and must be maintained in good order and repair.

L. Water closets, lavatories, and bathtubs or showers must be:

1. available on each floor when not provided in each individual room;
2. provided in the ratio of one toilet and one lavatory, and one bathtub or shower for every six residents, or fraction thereof; and
3. accessible to the residents without going outside of the building or without going through a sleeping room of another resident.

M. A telephone must be available, 24 hours per day, must be easily accessible, and must afford privacy for use by residents.

1. A listing of emergency telephone numbers, including the numbers of the local police, fire department, ambulance, the office of the local governmental entity that issued the boarding house permit, the Texas Department of Family and Protective Services (DFPS), the Local Mental Health Authority, and the Texas Information and Referral Network must be placed in plain view on or next to the telephone and accessible to persons who are visually or hearing impaired, as needed.

N. Each boarding home facility must provide:

1. A washer and dryer for every 10 residents, or fraction thereof that is properly vented to the outside. Washer or dryer must be in a utility room/ area that is not in kitchen area.
2. A sitting/communal/recreational room for the common use of all residents. Furniture must include comfortable chairs and tables, and lamps in good repair and appearance.
3. A dining room located on the same floor as the communal kitchen and must:
  - a. Be as nearly adjacent to the communal kitchen as practicable;
  - b. Be accessible to the residents, without going through a sleeping room or sleeping dormitory of another resident;
  - c. Contain not less than 70 square feet of floor area; and
  - d. Be supplied with one dining chair and 2 linear feet of dining table space for each resident of a boarding home facility.
4. A kitchen that:
  - a. Is accessible to the residents sharing the use without going through a sleeping room of another resident;
  - b. Has a food preparation area with a total of not less than 6 square feet;
  - c. Contains a minimum floor space of 60 square feet for dining area or, each kitchen with dining attached must be at least 100 square feet;
  - d. Has a minimum two compartment sink for manual dishwashing;
  - e. Has a cooking stove fueled by gas or electricity;
  - f. Contains at least one cabinet of adequate size, suitable for storage of food and utensils; and
  - g. Is properly equipped to allow for the preparation of meals.

O. Fire precautions must include:

1. Providing suitable fire escapes/exits that must be kept in good repair and accessible at all times;
2. Having a written fire and evacuation plan that sets forth responsibilities and steps to be taken by staff and residents in the event of fire or other emergency;
3. Posting an emergency evacuation plan throughout the facility; and
4. Not storing gasoline operated maintenance equipment, lawn care equipment, and flammable supplies inside the boarding home facility.

P. Alarm precautions must include the following:

1. Extinguishers must be sufficiently provided, accessible, checked monthly and recharged annually by a certified person.
2. All fire protection measures must be in accordance with requirements of the local fire authority.
3. Smoke detectors must be hard-wired, working and equipped in each bedroom, in corridors or hallways on each floor, and in laundry and basement areas.
4. If a facility has a resident who is hearing impaired, a boarding house owner/operator must install a visual smoke detector that is capable of alerting a person with a hearing impairment of the presence of fire or smoke.
5. Carbon monoxide detectors must be working and equipped close to sleeping areas.

Q. All residents must be shown how to use all emergency exits from the facility within 24 hours of arrival to the facility.

R. The boarding home site must pass all required inspections and the owner/operator must keep a current file of reports and other documentation on-site needed to demonstrate compliance with applicable

laws and regulations. The inspections must be signed, dated, and free of any outstanding corrective actions. The following inspections are required:

1. Annual inspection by the local fire authority or the State fire marshal;
2. Annual inspection of the alarm system by the local fire authority or an inspector authorized to install and inspect such systems;
3. Annual kitchen inspection by the local health authority;
4. Gas pipe pressure test once every three years by the local gas company or a licensed plumber;
5. Annual inspection and maintenance of fire extinguishers by personnel licensed or certified to perform these duties; and
6. Annual inspection of liquefied petroleum gas systems by an inspector certified by the Texas Railroad Commission.