

LICENSED FACILITIES FAQ's

1. How do I arrange for the Fire Marshal to do a pre-inspection of my care facility?

- A. First determine that your facility is in our jurisdiction by clicking on **Find Your Jurisdiction Channel**, which will take you through a step-by-step process that will verify your contacting the right agency. If you are in another jurisdiction within the County you will also find contact information for that jurisdiction.

Next, go to our **Fire Clearance for State Licensed Facilities Channel** to download our *Licensed Facility Fire Inspection Application*, which has a list of *required submittal information* and *pre-inspection fees* to be submitted to our office before we can schedule your pre-inspection. If you need assistance understanding the Pre-Inspection submittal requirements please call our office at (408) 299-5762 for assistance.

Please note that you may need a County Building Permit to convert your single family residence or other occupancy to a care facility. This can take a couple of months, so we recommend you contact the **Santa Clara County Development Services/Building Inspection Office** early in your process at (408) 299-5700 to see if you need an Occupancy Classification Change or any other permits from their office.

2. How do I get a Fire Clearance from the Fire Marshal?

- A. If you need a Fire Clearance to complete the licensing process with the State, we will need the State agency to send us the *Fire Safety Inspection Request (Form 850)* before we can schedule an inspection. To avoid delays, go to our **Fire Clearance for State Licensed Facilities** webpage for details. See our **Fees** webpage for the current State Licensed Facility Fire Clearance Inspection fee, on our Flat Fee Chart. Both the form and fees need to be received before we schedule your inspection

Also, you may need a Building Permit to convert your single family residence or other occupancy to a care facility. You can contact the County Building Inspection Office at (408) 299-5700.

Note: The *Department of Alcohol & Drug Programs* allows you to download your own form and submit it to the local agency yourself.

3. Why do I need a building permit to open a care facility in my home?

- A. Depending on what kind of licensed care facility you are starting you may need an Occupancy Classification Change (OCC) because your home is classified as a Residential One or Two Family Dwelling. For this permit you need to contact the **Santa Clara County Building Inspection Office** at (408) 299-5700. They will forward a copy of your submittal to the Fire Marshal and we will complete the *Fire Safety Inspection Request (850 Form)* upon Building Permit Final. For details on getting your Fire Clearance see our site, **Fire Clearance For State Licensed Facilities**, which also has a link to the Building Inspection Office site.

4. Who will do the annual inspection of my licensed facility?

- A. Facilities located within Fire Districts may be inspected on a periodic basis consistent with their individual policies. If your facility is located outside any Fire Districts, your facility will only be inspected upon request of the State agency licensing your facility. Any significant change in your facility (e.g. number of clients) will require a Fire Clearance from the County Fire Marshal's Office rather than the local Fire District because the County is your official "Authority Having Jurisdiction."