



APPLICATION PROCEDURE FOR RESIDENTIAL CARE FACILITIES LOCATED IN SINGLE FAMILY HOMES

Residential care uses have specific zoning, building, and fire code requirements. The requirements provide a minimum level of safety for this sensitive type of use. Following is a brief description of the permit review process. For information and requirements for a specific site, please visit the One-Stop Permit Center at City Hall.

Application Review Process

The first step in the review process for new day care uses is to speak with a Planner at the One-Stop Permit Center to verify any zoning requirements.

After approval from the Planning Division, the following plans will need to be submitted to the One-Stop Permit Center, City Hall code compliance review:

- Complete site plan showing all buildings on site, setbacks from all property lines, and distances between buildings;
- Complete floor plan of the building;
- Information and location of all smoke detectors, fire extinguishers, and fire alarm pull station/bell; and
- Location, slope, handrails, and guardrails for any proposed ramps.

The plans listed above are the minimum requirements for review. Depending on the location of the building and other occupancies within the building, additional information may need to be provided.

As part of the building permit review, the plan will be reviewed by different departments/divisions within the City of Sunnyvale to verify compliance with all applicable State and local codes.

California State Community Care Licensing

Contact the State Community Care Licensing and complete any required licensing and training. Community Care Licensing will forward information (form 850) to the Fire Prevention Division. Fire inspections and clearances will be done after this information is received and all necessary permits are obtained. Community Care Licensing can be reached at (408) 324-2112.

Inspection Process

A Building Inspector and Fire Protection Engineer will inspect the property in cases which required a building permit.

A fire inspector will conduct a fire clearance inspection once all code and State licensing requirements have been met. Fire inspections will occur annually.

If you have any questions, please call the City of Sunnyvale Building Division at (408) 730-7444. Information is also available on the Building Division web site at: www.sunnyvalebuilding.com.

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