

## Occupancy Permit Checklist for Community Residential Homes

This checklist is being provided to assist you in preparing plans for submittal for your occupancy permit application for a Community Residential Home in order to minimize any need for resubmittal. Please check your plans to insure the following:

- Plans shall be neatly drawn. (Please use a ruler or straightedge.)
- Plans shall be drawn to an approved scale or shall show the dimensions of all major rooms or areas.
- Plans shall show the intended use of all rooms or areas.
- Plans shall show the location of all doors and size of exit doors.
- Plans shall show the location and size of windows in rooms.
- Plans shall show the location of smoke detectors or smoke alarms.
- If a fire alarm system is required or is to be provided, the fire alarm contractor shall apply for a separate fire alarm permit and shall provide the fire alarm plans, battery calculations, and submittal data prior to the issuance of the occupancy permit for the Community Residential Home.
- A fire sprinkler system is required. The fire sprinkler system contractor shall apply for a separate fire sprinkler permit and shall provide the fire sprinkler plans, hydraulic calculations, and submittal data prior to the issuance of the occupancy permit for the Community Residential Home.
- Provide a letter describing the number and type of clients to be housed at the facility, the services to be offered, and listing the applicable Florida Statutes and/or sections of the Florida Administrative Code that the facility will comply with.

The diagram below shows an example of an acceptable floor plan.

