

CITY & COUNTY OF DENVER DEVELOPMENT SERVICES COMMUNITY PLANNING & DEVELOPMENT – BUILDING INSPECTIONS DENVER FIRE DEPARTMENT - FIRE PREVENTION DIVISION PERMIT POLICY		
Subject: Temporary Child-Daycare Occupancies		
Approved: Eric Browning, P.E., Building Official DFD Division Chief DeBaere		Drafted by: K. Peetz
Number: ADMIN 134D	Date: January 14, 2021 Revised: February 22, 2023	Page 1 of 3

Overview:

This policy establishes Denver Community Planning and Development and Denver Fire Department’s requirements for approving requests for temporary occupancy of existing buildings, or portions thereof, as child daycare facilities. Approval of such requests allows for a 180-day maximum use of the building, or portion thereof, as a child daycare facility. A Temporary Certificate of Occupancy (TCO) is required for this temporary use.

If the temporary child daycare use will occupy the building for more than 180 days in any consecutive 12-month period, then the change of occupancy provisions of Denver Building Code (DBC) Article 1, Administration (ADMIN) Section 142.2 apply. A new Certificate of Occupancy is required for all such changes.

Minimum Life Safety Requirements

- A. Buildings with no or partial automatic fire sprinkler protection.

The maximum capacity of the child daycare facility shall be twenty children. All child daycare rooms shall be provided with direct access to an exterior exit door at grade or to an exterior exit stairway. Child daycare rooms shall not be located above or below the first story.

See also ‘Application Procedure’ item A.1.b. below for additional criteria.
- B. Buildings protected throughout with automatic fire sprinkler protection.

The maximum number of persons is limited to the capacity of the exit system serving the child daycare area. A child daycare room intended to accommodate fifty or more people shall be provided with access to two exits.
- C. Denver Fire Department (DFD) approved fire apparatus access roads complying with the requirements of Section 503 of the Denver Fire Code (DFC) shall extend to within 150 feet of all portions of the building; or 250 feet if sprinklered throughout.
- D. Child daycare areas of the building must be located no more than 400 feet from a fire hydrant.
- E. Child daycare areas and all exit paths serving the child daycare areas shall be provided with a fire alarm and detection system as required by the DFC Carbon monoxide (CO) detection shall be afforded in child daycare rooms where the building is served by natural gas or fuel burning appliances are existent. Where 20 or fewer people are sheltered, the system may be comprised of multi-station interconnected smoke alarms (and CO alarms where required) and such can be powered from the building wiring with battery backup or 10-year lithium batteries. Where the temporary child daycare use will be for less than 60-days, the 24V fire alarm system & devices can be installed as temporary.
- F. Provide fire extinguishers per DFC Section 906 in the child daycare areas and all exit paths serving the child daycare areas.
- G. Hazardous materials or hazard producing operations shall not exist or occur in the vicinity of the child daycare areas or the exit paths serving the child daycare areas.
- H. When required by the *Fire Official*, a *fire watch* permit shall be obtained at <https://www.denvergov.org/content/denvergov/en/fire-department-home/permits-licensing/fire-safety-permits.html>, at which time the Terms & Conditions of the *fire watch* will be established and defined.

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Application Procedure:

Temporary child daycare facilities shall be issued a Commercial Construction Permit for such temporary occupancy, and any associated alterations, for the time period approved by the Building and Fire Code Official. The child daycare facility will require a temporary Certificate of Occupancy.

A. Application content requirements. Application for permit shall include:

1. A letter of request provided to the *Building and Fire Code Official*, signed by the representative of the organization that is requesting the temporary occupancy. The letter of request shall:
 - a. Specify the maximum number of children who will be cared for in the facility.
 - b. Specify the age range of the children. A child daycare operation with five or more children under the age of 2-1/2-years old is considered a Group I-4 occupancy and may require automatic sprinkler protection. To qualify as a Group E occupancy the rooms in which the children are cared for must be located on a level of exit discharge serving such rooms and each of these child daycare rooms possess an exit door directly to the exterior.
 - c. Specify the period of the child daycare occupancy (not to exceed 180 days)
2. Drawings signed and sealed by an Architect or professional Engineer registered in the state of Colorado) containing:
 - a. A site plan showing the location of the fire department apparatus access roads and fire hydrants serving the building.
 - i. Denver Fire Department (DFD) approved fire apparatus access roads complying with the requirements of Section 503 of the Denver Fire Code shall extend to within 150 feet of all portions of the building or 250 feet if sprinklered throughout.
 - ii. Child daycare areas of the building must be located no more than 400 feet from a fire hydrant.
 - b. Building floor plans of appropriate clarity to indicate the location, nature and extent of the proposed Child daycare area and its relationship to other areas of the building. The floor plans shall:
 - i. Detail the location and width of all portions of the path(s) of exit access serving the child daycare area including the path of the exit discharge to the public way.
 - ii. Designate the number of children to be accommodated on every floor, and in all rooms and spaces.
 - iii. The location of toilet facilities and number of each type of plumbing fixture provided
 - iv. Location of portable fire extinguishers
 - v. Location of emergency egress lighting equipment
 - vi. Location of illuminated exit signs

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- c. A code analysis and narrative for the entire building on the floor plans, signed and sealed by a Colorado registered Architect or Professional Engineer which states:
 - i. Whether the building possesses automatic fire sprinkler system protection and the extent of the fire sprinkler coverage.
 - ii. A description of the building's type of construction using terminology found in Chapter 6 of the Denver Commercial Building Code.
 - iii. A narrative describing the systems and components to demonstrate compliance required in the Minimum Life Safety Requirements section of this document.

3. Fire evacuation plan. Fire evacuation plans shall include the following:

- a. Procedures for assisted rescue for persons unable to use the general means of egress unassisted.
- b. Procedures for accounting for occupants after evacuation has been completed.
- c. Identification and assignment of persons responsible for rescue or emergency medical aid.
- d. The means of notifying occupants of a fire or emergency.
- e. The means of reporting fires and other emergencies to the fire department or designated emergency response organization.
- f. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.

B. Other required City Agency approval(s):

- 1. Zoning Use Permit
- 2. Department of Excise and Licensing

Temporary Building Certificate of Occupancy

No child daycare use permitted under this policy shall be used or occupied until a Temporary Certificate of Occupancy is issued by the Building Official indicating the specific location and approved period of occupancy for which the certificate is issued. An unauthorized change to any of those details voids the TCO.

END OF DOCUMENT