

Community Based Shelter - Temporary Use

Temporary use of any existing structure that is different from the established occupancy classification requires a temporary use permit.

A Temporary Certificate of Occupancy must be obtained before a structure is occupied as a temporary use.

Temporary uses are only approved for 180 days.

Submittal Checklist (all documents must be in PDF format)

- [Permit Application](#):
- [Building owner authorization form temporary use](#)
- Floor plan- Showing number of rooms occupied, exit aisles and pathways and access to sanitary provisions*
 - (i.e. toilets, showers/baths, lavatories)
 - *If all or some sanitary provisions are not provided on site, a written plan for providing access will be required detailing location and transportation.
- A calendar that shows when the building will be used as a temporary shelter.
 - Calendar must show number of occupants. Maximum allowable: 15 occupants
- Checklist and primary site contact (Fill out page 7-8)
 - This contact shall be the Facility Contact.
- A list of staff contacts who will be providing the required fire watch if a fire suppression system is not installed.
- The Facility's operation plan.
 - This document shall detail the emergency action plan and requirements to maintain and open, unobstructed exit aisle width.

Permit Fees:

- Payment: \$100 flat fee
 - Payment methods include: Credit/Debit; eCheck; Check

An additional, separate permit may be required for, but not limited to, any of the following:

1. Any alteration or installation of framing, electrical, mechanical, or plumbing work.
2. Any alteration or installation of a fire-rated assembly or fire suppression system.

See pg. 2-6 for detailed requirements
See pg. 7-8 for sample checklist
See pg. 9 for sample roster
See pg. 10-14 for sample emergency action plan

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Alternative Means of Compliance

At the discretion of the Building and Fire Code Officials (Code Officials), compliance with this document may be considered as an Alternative Method of Compliance for a facility used as a community-based shelter for no more than 15 persons or a Seasonal Overflow Shelter approved in accordance with The City of Fort Collins Land Use Code.

- No Facility shall be used as a temporary shelter without first obtaining a Temporary Certificate of Occupancy (TCO) for operation as a temporary shelter.
- The Facility shall provide the following information to the Code Officials:
 - A primary site contact. This contact shall be the Facility Contact.
 - A calendar that shows when the building will be used as a temporary shelter.
 - A floor plan and number of rooms occupied.
 - A list of staff contacts who will be providing the required fire watch.
 - The Facility's operational plan. This document shall detail the emergency action plan and requirements to maintain an open, unobstructed exit aisle width.
- In lieu of required monitored fire alarm and sprinkler systems per IBC sections 420.4 and 420.5 and IFC sections 903.2.8, 903.3, and 907.2, two Facility staff shall be awake and on site at all times to provide fire watch during temporary shelter hours of operation.
- A hard copy of the Facility's operational plan must be on site and available at all times for Facility staff or code inspectors.
- During temporary shelter hours of operation, signage indicating that the building is occupied shall be posted outside the building in a location approved by the Fire Code Official.
- Facility staff shall keep a daily roster on site and available to account for all occupants in the event of a fire or other emergency.
- The building address shall be posted on the exterior of the building on a contrasting background in a highly visible location, including any unit numbers.
- The Facility's property address and an egress plan shall be posted on the interior wall of the sleeping and staff areas.
- Where an area of refuge is provided, the location of the area of refuge shall be provided to the Code Officials and be clearly indicated on the egress plan.
- Smoking shall not be allowed within the Facility at any time.
- No cooking is allowed in the Facility by the overnight guests. Onsite food preparation must be conducted by trained staff in a kitchen that is licensed as a Retail Food Establishment by Larimer County Department of Health & Environment. Alternatively, food may be provided if pre-prepared and supplied by a licensed Retail Food Establishment.
- Listed 2A:10BC Fire extinguishers shall be maintained in accordance with Fire Code and shall be located within 20 feet of all sleeping and staff areas when the Facility is being used as a temporary shelter.
- Required staff shall be instructed in the proper use of portable fire extinguishers.

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- All required exit signs and emergency egress lighting for the sleeping areas and staff rooms must be installed and functional.
- Required exit doors shall be fitted with egress hardware approved by the Code Officials.
- A 4' wide exit aisle shall be maintained throughout the entire sleeping area to the exit(s). Exit aisles shall be maintained unobstructed and free of trip hazards (i.e., free from electronics, extension cords, sleeping pads, personal items, etc.) at all times when the Facility is being used as a temporary shelter.
- Smoke detection (battery powered may be acceptable as approved by the Code Officials) shall be installed as required in sleeping areas and staff rooms when the Facility is being used as a temporary shelter.
- Where the Facility has fuel-fired appliances or an attached garage, Carbon Monoxide (CO) detection (battery powered may be acceptable as approved by the Code Officials) shall be installed in the sleeping areas and staff rooms when the Facility is being used as a temporary shelter.
- The use of portable heating devices, such as space heaters, is prohibited.
- Toilets, showers/baths, and sanitary provisions shall be provided for all overnight guests and staff.
 - Plumbing fixture requirements shall be subject to approval by the Building Code Official.
- Upon request and notification from the Building and/or Fire Code Official, the Facility shall be subject to inspection by the Code Official or their designee(s).
- All existing building and fire code violations must be corrected prior to issuance of a Temporary Certificate of Occupancy (TCO).
- A TCO for use of the Facility as a temporary shelter is subject to revocation by the Building Official.
- Requests for timeline extensions must be provided to the Chief Building Official in writing.

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APPENDIX A

IBC CODE REFERENCES:

108.1 General. The *building official* is authorized to issue a *permit* for temporary structures and temporary uses. Such *permits* shall be limited as to time of service but shall not be permitted for more than 180 days. The *building official* is authorized to grant extensions for demonstrated cause.

108.4 Termination of approval. The *building official* is authorized to terminate such permit for a temporary structure or use and to order the temporary structure or use to be discontinued.

111.1 Change of occupancy. A building or structure shall not be used or occupied, and a change of occupancy of a building or structure or portion thereof shall not be made, until the *building official* has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction.

302.1 Occupancy classification. Occupancy classification is the formal designation of the primary purpose of the building, structure, or portion thereof. Structures shall be classified into one or more of the occupancy groups listed in this section based on the nature of the hazards and risks to building occupants generally associated with the intended purpose of the building or structure. An area, room or space that is intended to be occupied at different times for different purposes shall comply with all applicable requirements associated with such potential multipurpose. Structures containing multiple occupancy groups shall comply with Section 508. Where a structure is proposed for a purpose that is not specifically listed in this section, such structure shall be classified in the occupancy it most nearly resembles based on the fire safety and relative hazard. Occupied roofs shall be classified in the group that the occupancy most nearly resembles, according to the fire safety and relative hazard, and shall comply with Section 503.1.4.

310.1 Residential Group R. Residential Group R includes, among others, the use of a building or structure, or a portion thereof, for sleeping purposes when not classified as an Institutional Group I or when not regulated by the *International Residential Code*.

310.2 Residential Group R-1. Residential Group R-1 occupancies containing *sleeping units* where the occupants are primarily transient in nature, including:

Boarding houses (transient) with more than 10 occupants

Congregate living facilities (*transient*) with more than 10 occupants

Hotels (*transient*)

Motels (*transient*)

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420.1 General. Occupancies in Groups I-1, R-1, R-2, R-3 and R-4 shall comply with the provisions of Sections 420.1 through 420.10 and other applicable provisions of this code.

420.2 Separation walls. Walls separating *dwelling units* in the same building, walls separating sleeping units in the same building and walls separating *dwelling* or *sleeping units* from other occupancies contiguous to them in the same building shall be constructed as *fire partitions* in accordance with Section 708.

420.3 Horizontal separation. Floor assemblies separating *dwelling units* in the same buildings, floor assemblies separating *sleeping units* in the same building and floor assemblies separating *dwelling* or *sleeping units* from other occupancies contiguous to them in the same building shall be constructed as horizontal assemblies in accordance with Section 711.

420.4 Automatic sprinkler system. Group R occupancies shall be equipped throughout with an *automatic sprinkler system* in accordance with Section 903.2.8. Group I-1 occupancies shall be equipped throughout with an *automatic sprinkler system* in accordance with Section 903.2.6. Quick-response or residential automatic sprinklers shall be installed in accordance with Section 903.3.2.

420.5 Fire alarm systems and smoke alarms. Fire alarm systems and smoke alarms shall be provided in Group I-1, R-1 and R-2 occupancies in accordance with Sections 907.2.6, 907.2.8 and 907.2.9, respectively. Single- or multiple-station smoke alarms shall be provided in Groups I-1, R-2, R-3 and R-4 in accordance with Section 907.2.10.

420.10 Group R cooking facilities. In Group R occupancies, cooking appliances used for domestic cooking operations shall be in accordance with Section 917.2 of the *International Mechanical Code*.

420.11.2 Cooking appliances in sleeping rooms. Cooktops, ranges, and ovens shall not be installed or used in sleeping rooms.

2901.1 Scope. The provisions of this chapter and the International Plumbing Code shall govern the design, construction, erection and installation of plumbing components, appliances, equipment, and systems used in buildings and structures covered by this code. Toilet and bathing rooms shall be constructed in accordance with Section 1209.

2902.1 Minimum number of fixtures. Plumbing fixtures shall be provided in the minimum number as shown in Table 2902.1 based on the actual use of the building or space. Uses not shown in Table 2902.1 shall be considered individually by the code official. The number of occupants shall be determined by this code.

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3103.1.1 Conformance. Temporary structures and uses shall conform to the structural strength, fire safety, *means of egress*, accessibility, light, *ventilation* and sanitary requirements of this code as necessary to ensure public health, safety and general welfare.

IFC CODE REFERENCES:

903.2.8 Group R. An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R fire area.

903.3 Installation requirements. Automatic sprinkler systems shall be designed and installed in accordance with Sections 903.3.1 through 903.3.8.

907.2 Where required—new buildings and structures. The provisions of this code and NFPA 72 shall be provided in new buildings and structures in accordance with Sections 907.2.1 through 907.2.23 and provide occupant notification in accordance with Section 907.5 unless other requirements are provided by another section of this code.

Not fewer than one manual fire alarm box shall be provided in an approved location to initiate a fire alarm signal for fire alarm systems employing automatic fire detectors or waterflow detection devices. Where other sections of this code allow elimination of fire alarm boxes due to sprinklers, a single fire alarm box shall be installed.

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Overall Project Checklist (submittal to completion)

Primary Site Contact

First and Last Name:	E-Mail:	Phone:
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For Submittal:

- a) A permit application has been submitted with the following information.
 - Floor plan
Yes No
 - Facility calendar
Yes No
 - Primary Facility contact information
Yes No
 - On-site staff contact information
Yes No
 - Facility operation plan
Yes No
 - Building owner authorization form
Yes No
- b) Food is being delivered already prepare or being prepared by trained personnel in a kitchen that currently has a food service license with Larimer County Health Department.
Yes No
- c) The Building and Fire Code Officials have been provided with the maximum number of guests expected.
Yes No
- d) Signage is posted outside the building, stating the building is occupied as a shelter.
Yes No
- e) Smoke alarms are installed in sleeping areas and staff areas.
Yes No
- f) When required, CO alarms have been installed in sleeping areas and staff areas.
Yes No
- g) All exit signs and emergency egress lighting are installed and functional.
Yes No
- h) The two required exit doors are identified and fitted with approved exiting hardware.
Yes No
- i) Address signage and egress plan are posted on the interior wall of the sleeping areas and staff areas.
Yes No

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- j) Is the building fire sprinkled? (Sprinkler heads are present in ceiling) If not sprinkled, fire watch is required)
Yes No
- k) No Smoking requirement has been communicated to the overnight guests and staff.
Yes No
- l) The required 2 overnight staff have been identified and property trained in emergency duties and responsibilities.
Yes No
- m) The required unobstructed 4' wide exit aisle is identified and maintained throughout the entire sleeping area.
Yes No
- n) The required written version of the operational plan is available on site as reference.
Yes No
- o) Sleeping pads and personal items are not obstructing the 4' exit aisle mentioned above.
Yes No
- p) The required 4' exit aisle is free of trip hazards such as plug-in electronics or supply wire.
Yes No
- q) If an area of refuge is provided, the location has been provided to the Building and Fire Code
Yes No
- r) Official and is clearly indicated on the egress plan posted on the interior wall of the sleeping and staff areas.
Yes No
- s) The required daily roster is on site and available for emergency services.
Yes No
- t) All Fire extinguishers have been maintained in accordance with Fire Code.
Yes No
- u) At least 1 fire extinguisher is located within 20 feet of all sleeping areas.
Yes No
- v) Overnight staff have been instructed in the proper use of portable fire extinguishers.
Yes No
- w) Bathing, toilets, and sanitary provisions are provided.
Yes No

For Completion:

- x) Building and Fire Code Officials have inspected the structure/building.
Yes No
- y) A Temporary Certificate of Occupancy has been Issued.
Yes No

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Print and keep on site for emergency purposes and update daily.

Daily Roster

Name of <i>each</i> guest & staff member <i>(For emergency services use only).</i> <i>*Minimum of a first name shall be provided *Children/infants are considered guests</i>	Today's Date:
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
Staff	
Staff	
Staff	
Staff	

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Sample Emergency Action Plan

Facility Name

Facility Address

Building Description

This is a description of the building.

Emergency Notification

The below contacts should be used to summon help during an emergency situation:

CONTACT	PHONE NUMBER
Police	911 or 970-221-6540
Poudre Fire Authority	911 or 970-221-6540
UC Health EMS	911 or 970-221-6540
Building Owner	
Property Manager	

Fire Detection/Suppression System

If the building has a fire alarm system or fire sprinkler system, this section should describe locations of pull stations, fire alarm panel, and any other features.

If a fire alarm or sprinkler system is present, please list the monitoring service with contact details.

List the location(s) of any fire extinguishers.

Medical Supplies

Note locations of first aid kits and/or AED systems located on site.

Elevators

If there are elevators in the building, please note locations here.

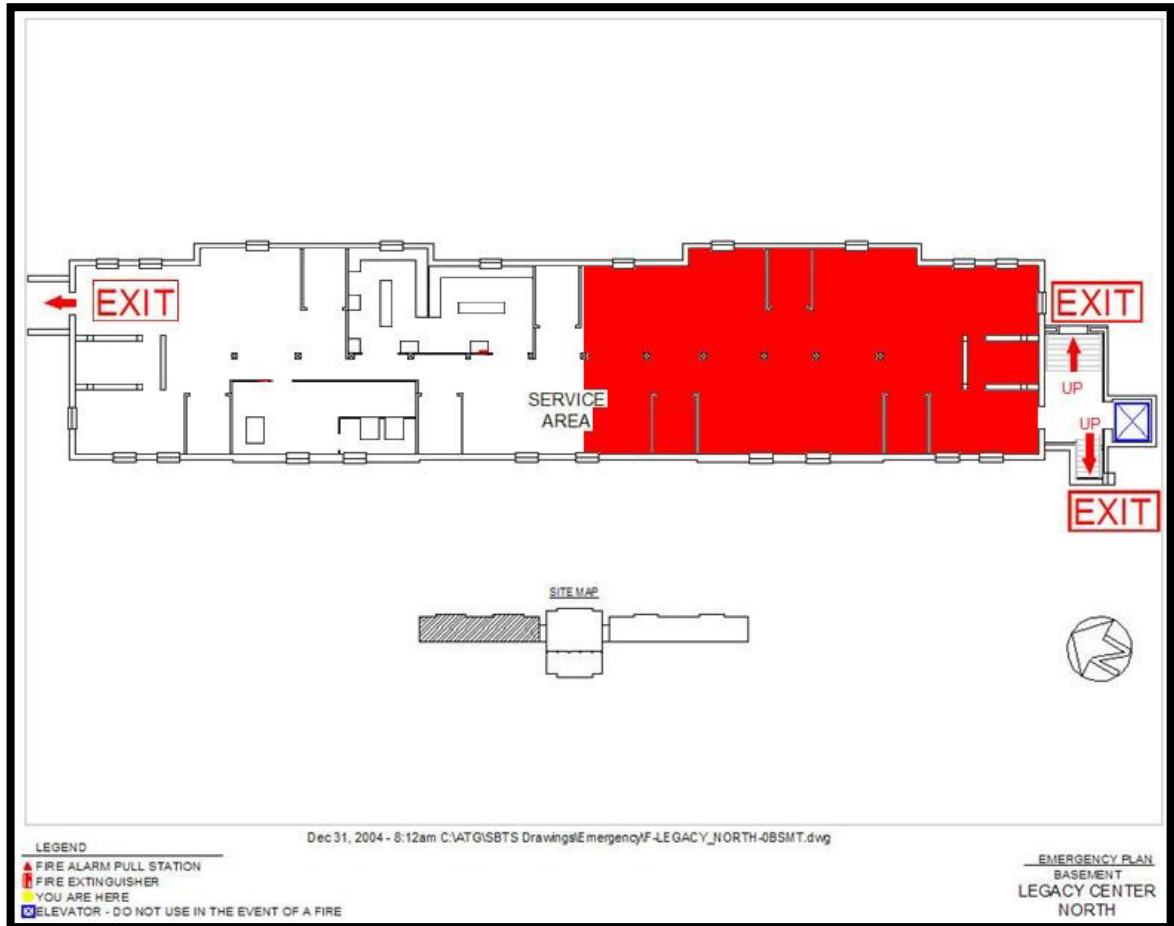
Tornado Shelters

If there is a tornado shelter in the building, please note the location here.

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Facility Floor Plan

- Note locations of exits, pull stations, extinguishers, elevators, first aid kits, AEDs, tornado shelter
- Please provide floor plans of all floors of the building.



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Evacuation Assembly Location

Note evacuation assembly locations (“rally points”) in this section. These locations should be at least 50 feet from the building.

Hazardous Materials

Note any hazardous materials located in the building. If none, just note that there are none.

Special Needs Persons

Note locations of areas of refuge, accessible exits or other accessibility features of the building.

Emergencies Procedures

(Note procedures for staff and occupants during emergencies. These instructions should be modified to reflect individual building features and needs. Example procedures are listed in each section.)

FIRE EMERGENCIES

- Upon the discovery of a fire, explosion, or smoke in a building, exit the building immediately and call 911.
- If there is a fire alarm pull station in the building, pull the alarm to notify occupants and fire department of the fire.
- Close the door to your office or room as you proceed to the nearest exit. If smoke hampers your egress, find an alternate exit or crawl along the floor.
- Do not use the elevator.
- If you encounter other people, tell them to evacuate the building.
- Proceed to the evacuation assembly location.
- Do not re-enter the building until instructed to do so by the fire department.
- If you become trapped in a building during a fire, place an article of clothing outside the window to alert rescue crews to your location. If no window is available, stay near the floor where air may be less toxic.

EXPLOSION

- Evacuate the area of the explosion. When you reach a safe area, call 911.
- Comply with directions from fire and police officials.
- Do not move seriously injured persons unless they are in obvious immediate danger.
- Open doors carefully and watch for falling objects.
- Do not use elevators.
- Position yourself upwind from smoke and fumes if possible.

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MEDICAL EMERGENCY

- Call 911.
- Do not move a seriously injured person unless he or she is in a life-threatening situation.
- Render first-aid if possible.
- Do not leave the injured person except to summon help.
- When reporting a medical emergency, provide the following information:
 - Type of emergency
 - Location of the patient
 - Condition of the patient
 - Any dangerous conditions
- Have someone stand outside the building to flag down emergency responders and lead them to the patient.

TORNADO & SEVERE THUNDERSTORM

“WATCH” A tornado or severe thunderstorm watch means conditions are right for a tornado or severe thunderstorm to develop. Continue normal activities but also continue to monitor the situation.

“WARNING” A tornado or severe thunderstorm warning means that a tornado or severe thunderstorm has been spotted or picked up on radar. The below guidelines should be followed in the event of a tornado or severe thunderstorm warning:

- Notify building occupants of the severe weather warning.
- If it is a thunderstorm warning, stay indoors and away from windows until the storm passes.
- If it is a tornado warning, seek shelter in the basement or lowest level of the building or a small interior room/hallway on the lower floor.
- Avoid areas with windows and exterior doors.

UTILITY FAILURES

POWER OUTAGE

- Do not attempt to use elevators.
- Do not use candles or other open flame devices as a light or heat source.
- Report the power outage to (ie: property manager/building owner/maintenance person).

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FLOODING/PLUMBING FAILURE

- Do not use electrical equipment.
- Avoid contact with water.
- Evacuate the affected area.
- Report the flooding/plumbing failure to (ie: property manager/building owner/maintenance person).

GAS LEAK

- Do not use cell phones or other electrical equipment.
- Do not switch lights on or off.
- Evacuate the building.
- Call 911 to report the gas leak.
- Report the gas leak to (ie: property manager/building owner/maintenance person).

HAZARDOUS MATERIAL SPILL

- Do not walk in or touch the substance.
- Avoid inhaling the fumes or smoke.
- Turn off space heaters or open flames.
- If spill is inside, evacuate the building, notify others, and close doors behind you.
- Call 911 to report the spill

Many chemicals are odorless, so the absence of odor does not mean the substance is harmless.