



Planning, Development & Transportation Services
Community Development & Neighborhood Services

To: External Stakeholders providing temporary shelters in accordance with the City of Fort Collins Land Use Code definition for “community-based shelter services” or an emergency order issued by City Manager and/or Council.

From: Richard C. Anderson, CBO
Chief Building Official
Building Services Department

Date: June 19, 2020

TITLE: Temporary shelter in a structure/building without an R1 Occupancy classification

CODE EDITION: 2018 International Building Code
(IBC)

SECTIONS: 111.1 Change of occupancy
302.1 Occupancy classification
310.1 Residential Group R.
310.2 Residential Group R-1.
420.1 General.
420.2 Separation walls.
420.3 Horizontal separation.
420.4 Automatic sprinkler system.
420.5 Fire alarm systems and smoke alarms.
420.9 Group R cooking facilities.
420.10.2 Cooking appliances in sleeping rooms
2901.1 Scope
2902.1 Minimum number of fixtures

PURPOSE: To provide clarification on the code requirements for an R1 Occupancy and Guidelines for operating a temporary shelter in structure that do not meet these requirements.

CODE REQUIREMENTS:

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.



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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)

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.

420.9 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*.

420.10.2 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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The guidelines listed below may be considered as Alternative Methods of Compliance for the code requirements listed above when a structure/building is being used as a temporary shelter in accordance with The City of Fort Collins Land Use Code and does not have an R1 Occupancy Classification.

- Provide a facility calendar to the Building and Fire Code Official that shows the when the structure/building is being used as a temporary shelter.
- During the COVID-19 pandemic screening must be provided at each location.
- No cooking is allowed in the structure/building by the overnight guests. Onsite food preparation must be conducted in a kitchen that is licensed as a Retail Food Establishment by Larimer County Department of Health & Environment or food must be provided pre-prepared and supplied by a licensed Retail Food Establishment.
- Provide the Building and Fire Code Official with onsite contact.
- Provide the Building and Fire Code Official number of rooms occupied.
- When the structure/building is being used as a temporary shelter, signage shall be posted outside the building in an established area designated by Poudre Fire Authority (PFA), stating the building is occupied.
- Smoke detection (battery powered may be acceptable) shall be installed as directed in sleeping areas and staff rooms when the structure/building is being used as a temporary shelter.
- When the structure/building has an attached garage or fuel fired appliances, CO detection (battery powered may be acceptable) shall be installed in the sleeping areas and staff rooms when the structure/building is being used as a temporary shelter.
- All necessary exit signs and emergency egress lighting for this area must be installed and functional.
- At least two required exit doors shall be fitted with approved exiting hardware.
- Address signage and egress plan shall be posted on the interior wall of the sleeping and staff areas.
- Smoking shall not be allowed within the structure/building or assembly space at any time.
- In lieu of a monitored fire alarm and sprinkler system per sections 420.4 and 420.5 IBC and, 2 overnight staff shall always be awake and on site to oversee and supervise the sleeping area when the structure/building is being used as an R1 occupancy classification for the temporary shelter.
- An unobstructed 4' wide exit aisle shall be maintained through the entire sleeping area. This exit aisle shall always be maintained unobstructed and available when the structure/building is being used as an R1 occupancy classification for the temporary shelter.
- PFA will require a written version of the operational plan to be made available on site as reference for rotating shelter staff or code officials. This document shall detail the emergency action plan and requirement to maintain an open, unobstructed exit aisle width as mentioned above.
- Sleeping pads and personal items shall not obstruct the 4' exit aisle mentioned above.
- The 4' exit aisle shall remain free of trip hazards such as plug-in electronics or supply wire.
- If an area of refuge is provided, the location of the area of refuge shall be provided to the Building and Fire Code Official and be clearly indicated on the egress plan posted on the interior wall of the sleeping and staff areas.
- Shelter staff shall keep a daily roster on site and make it available for emergency services if needed, to account for all occupants in the event of a fire or other emergency.
- UL listed 1A:10BC Fire extinguishers shall be maintained in accordance with Fire Code and no less than 1 will be within 20 feet of all sleeping and staff areas when the structure/building is being used for a temporary shelter.
- The 2 required overnight staff and all overnight guests shall be instructed in the proper use of portable fire extinguishers.
- Bathing, toilets, and sanitary provisions shall be provided for all overnight guests and staff.
- Upon request and notification from the Building or Fire Code Official the structure/building shall be subject to inspection.
- Plumbing fixture requirements will be subject to approval from the Chief Building Official.

Richard C. Anderson, CBO
Chief Building Official

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6/30/2020



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Appendix A

2018 International Fire Code

CHAPTER 4

EMERGENCY PLANNING AND PREPAREDNESS

403.10.1 Group R-1 occupancies. An approved fire safety and evacuation plan in accordance with Section 404 shall be prepared and maintained for Group R-1 occupancies.

Group R-1 occupancies shall comply with Sections 403.10.1.1 through 403.10.1.3.

403.10.1.1 Evacuation diagrams. A diagram depicting two evacuation routes shall be posted on or immediately adjacent to every required egress door from each hotel or motel sleeping unit.

403.10.1.2 Emergency duties. Upon discovery of a fire or suspected fire, hotel and motel employees shall perform the following duties:

1. Activate the fire alarm system, where provided.
2. Notify the public fire department.
3. Take other action as previously instructed.

403.10.1.3 Fire safety and evacuation instructions.

Information shall be provided in the fire safety and evacuation plan required by Section 404 to allow guests to decide whether to evacuate to the outside, evacuate to an *area of refuge*, remain in place, or any combination of the three.

SECTION 906

PORTABLE FIRE EXTINGUISHERS

906.1 Where required. Portable fire extinguishers shall be installed in all of the following locations:

1. In new and existing Group A, B, E, F, H, I, M, R-1, R-2, R-4, and S occupancies.

906.2 General requirements. Portable fire extinguishers shall be selected, installed, and maintained in accordance with this section and NFPA 10.

906.5 Conspicuous location. Portable fire extinguishers shall be located in conspicuous locations where they will have *ready access* and be immediately available for use. These locations shall be along normal paths of travel, unless the *fire code official* determines that the hazard posed indicates the need for placement away from normal paths of travel.

906.6 Unobstructed and unobscured. Portable fire extinguishers shall not be obstructed or obscured from view. In rooms or areas in which visual obstruction cannot be completely avoided, means shall be provided to indicate the locations of extinguishers.

906.7 Hangers and brackets. Hand-held portable fire extinguishers, not housed in cabinets, shall be installed on the hangers or brackets supplied. Hangers or brackets shall be securely anchored to the mounting surface in accordance with the manufacturer's installation instructions.

906.8 Cabinets. Cabinets used to house portable fire extinguishers shall not be locked.

906.9 Extinguisher installation. The installation of portable fire extinguishers shall be in accordance with Sections 906.9.1 through 906.9.3.

906.9.1 Extinguishers weighing 40 pounds or less. Portable fire extinguishers having a gross weight not exceeding 40 pounds (18 kg) shall be installed so that their tops are not more than 5 feet (1524 mm) above the floor.

906.9.2 Extinguishers weighing more than 40 pounds. Hand-held portable fire extinguishers having a gross weight exceeding 40 pounds (18 kg) shall be installed so that their tops are not more than 3.5 feet (1067 mm) above the floor.

906.9.3 Floor clearance. The clearance between the floor and the bottom of installed hand-held portable fire extinguishers shall be not less than 4 inches (102 mm).

906.10 Wheeled units. Wheeled fire extinguishers shall be conspicuously located in a designated location.



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Appendix B

Sample Check list

- a) A facility calendar has been provided to the Building and Fire Code Official.
Yes No
- b) During the COVID-19 screening is provided.
Yes No
- c) Food is being catered or prepared by trained personnel in a kitchen that currently has a food service license with Larimer County Health Department.
Yes No
- d) The Building and Fire Code Official has been provided with onsite contact for each location.
Yes No
- e) The Building and Fire Code Official has been provided with the number of rooms occupied.
Yes No
- f) Signage has been posted outside the building, stating the building is occupied.
Yes No
- g) Smoke detection has been installed as in sleeping areas and staff areas.
Yes No
- h) When required, CO detection has been installed in the sleeping areas and staff areas.
Yes No
- i) All exit signs and emergency egress lighting are installed and functional.
Yes No
- j) The two required exit doors shall have been identified and are fitted with approved exiting hardware.
Yes No
- k) Address signage and egress plan have been posted on the interior wall of the sleeping and staff areas.
Yes No
- l) No Smoking requirement has been communicated to the overnight guest and staff.
Yes No
- m) The required 2 overnight staff have been identified and property trained in emergency duties and responsibilities.
Yes No



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- n) The required unobstructed 4' wide exit aisle has been identified and maintained through the entire sleeping area.
Yes No
- o) The required written version of the operational plan has been provided to the Building and Fire Code Official and is available on site as reference.
Yes No
- p) Sleeping pads and personal items are not obstructing the 4' exit aisle mentioned above.
Yes No
- q) The required 4' exit aisle is free of trip hazards such as plug-in electronics or supply wire.
Yes No
- r) If an area of refuge is provided, has the location been provided to the Building and Fire Code Official and be 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) Is at least 1 fire extinguisher located within 20 feet of all sleeping areas.
Yes No
- v) Overnight guest and staff have been instructed in the proper use of portable fire extinguishers.
Yes No
- w) Has Building or Fire Code Official inspected the structure/building?
Yes No
- x) Have bathing, toilets, and sanitary provisions for been provided?
Yes No



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Appendix C

Sample Daily Roster

Name: will be used by 1st responders in case they need to located someone	Total Number of overnight guests and staff on site: