

CITY & COUNTY OF DENVER DEVELOPMENT SERVICES COMMUNITY PLANNING & DEVELOPMENT – BUILDING INSPECTIONS DENVER FIRE DEPARTMENT - FIRE PREVENTION DIVISION PERMIT POLICY		
Subject: SMALL TEMPORARY EMERGENCY SHELTERS		
Approved: Eric Browning, Chief Building Official Cory DeBaere, DFD Division Chief		Drafted by: Browning, Shults, DeBaere, Caro
Number: ADMIN 134E	Date: March 3, 2024	Page 1 of 2

Overview:

This policy establishes the Denver Building and Fire Departments’ requirements for approving requests for temporary occupancy of existing non-residential buildings, or portions thereof, as small temporary emergency shelters during cold-weather-related emergencies or other emergency situations in accordance with Denver Building Code Section 134. This policy limits the maximum number of occupants sleeping within the building to 15. Approval of such requests allows for a 130-day (*per zoning*) maximum use of the building as a small emergency residential shelter without requiring the building to conform to all the Denver Building and Fire Code requirements normally associated with occupancies containing *sleeping units*. A permit and successful final inspections are required for this temporary change in use.

If the small temporary emergency shelter use will occupy the building for more than 130 days in any 12 consecutive-month period, the change of occupancy provisions of Denver Building Code shall apply. A new Certificate of Occupancy is required for all such changes.

Minimum Life Safety Requirements

Unless otherwise approved by the Building Official and the Fire Code Official small temporary emergency shelters shall conform to the following requirements:

- A. Automatic fire sprinkler protection:
 - i. Buildings with no or partial protection - All sleeping rooms must be located at grade level or no more than thirty (30) inches above grade level. The maximum capacity of any sleeping room cannot exceed fifteen (15) people, excluding non-sleeping supervisory staff.
 - ii. Buildings protected throughout - Sleeping rooms may be located on any floor level, with a maximum capacity of 15 occupants, excluding non-sleeping supervisory staff. A sleeping room intended to accommodate ten or more people, excluding non-sleeping supervisory staff, shall be provided with access to two exits.
- B. Sleeping areas and all exit paths serving the sleeping areas shall be provided with a fire alarm and detection system as required by the *International Fire Code* (IFC) for a Group R-1 occupancy. Carbon monoxide (CO) detection shall be provided in sleeping rooms where the building is served by natural gas or fuel burning appliances. Where 15 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.
- C. A minimum sleeping room temperature capable of 68-degrees Fahrenheit shall be maintained.
- D. Emergency illumination and exit signage shall be provided compliant with DCBC Chapter 10.
- E. Provide fire extinguishers per IFC 906 in sleeping areas and all exit paths serving those areas.

Minimum Sanitation Requirements

- A. Required plumbing fixtures: At least one (1) each of the following: water closet, lavatory, and shower or bathtub.
- B. Small temporary emergency shelters shall be issued a Commercial Construction Permit for such temporary occupancy, and any associated alterations, for the time-period approved by the Building Official and Fire Code Official. The shelter may only become operational after final inspection.

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Application content requirements. Application for permit shall include:

1. A letter of request provided to the Building Official 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 persons who will sleeping in the shelter plus the number of non-sleeping supervisory staff
 - b. Describe the services provided by the emergency shelter
 - c. Describe how toilet facilities will be provided
 - d. Specify the period of the emergency shelter occupancy (not to exceed 130 days)
 - e. Building floor plans of sufficient clarity to indicate the following:
 - i. The location of toilet facilities and number of each type of plumbing fixture provided
 - ii. Location of portable fire extinguishers
 - iii. Location of emergency egress lighting equipment
 - iv. Location of illuminated exit signs
2. Fire evacuation plan. Fire evacuation plans shall include the following:
 - a. The means of notifying occupants of a fire or emergency.
 - b. The means of reporting fires and other emergencies to the fire department or designated emergency response organization.

Other required City Agency approval(s):

- Zoning Use Review

Occupancy Allowed once Inspections are Finaled. No small temporary emergency shelter permitted under this policy shall be used or occupied until a final building/fire inspections are completed.

END OF DOCUMENT