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| CITY & COUNTY OF DENVER COMMUNITY PLANNING & DEVELOPMENT – BUILDING INSPECTIONS DENVER FIRE DEPARTMENT - FIRE PREVENTION DIVISION PERMIT POLICY | | |
| Subject: TEMPORARY EMERGENCY RESIDENTIAL SHELTERS | | |
| Approved: Eric Browning, P.E., Building Official Cory DeBaere, DFD Division Chief | Drafted by: K. Peetz, D. Renn, A. Caro | |
| Number: ADMIN 134C | Date: February 22, 2023 | Page 1 of 4 |

Overview:

This policy establishes Denver Building and Fire Department’s requirements for approving requests by non-profit and government entities for temporary occupancy of existing buildings, or portions thereof, as temporary emergency residential shelters during cold-weather-related emergencies or other emergency situations. Approval of such requests allows for a 180-day maximum use of the building as an 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 temporary certificate of occupancy is required for this temporary change in use.

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

Reference: DBC ADMIN Section 134

Temporary use of an existing building for other than that designated and approved by the building’s Certificate of Occupancy shall comply with the requirements of Section 3103 of the Denver Commercial Building Code (DCBC), and with the requirements and limitations of any other City ordinance or rule and regulation.

Exception: Where approved by the Building Official and the Fire Code Official, buildings serving as emergency residential shelters shall not be required to conform to all of the requirements of Section 3103.1.1 of the DCBC when the Building Official and Fire Code Official determine there are practical difficulties involved in carrying out the provisions of this code that make enforcement of the strict letter of this code impractical. The details of any action granting modifications shall be sent to the building owner and entered into the permit files of the Agency.

Minimum Life Safety Requirements

Unless otherwise approved by the Building Official and the Fire Code Official, Temporary Emergency Residential Shelters shall conform to the following requirements:

- A. Buildings with no or partial automatic fire sprinkler protection
 1. When all sleeping rooms are located on a floor level that is no more than thirty (30) inches measured vertically from adjacent ground level and each sleeping room has at least one exit which discharges directly to the exterior ground level, the maximum capacity of each sleeping room shall be fifty (50) people, excluding supervisory staff. A sleeping room intended to accommodate ten or more people shall be provided with access to two exits. Fire watch personnel in accordance with Denver Fire Code (DFC) Section 108 shall be provided for each sleeping room.

Exception: A fire watch is not required when the number of people occupying the emergency shelter’s sleeping room(s) in aggregate, excluding supervisory staff is twenty (20) people or less.

2. When a sleeping room is located on a floor level that is more than thirty (30) inches measured vertically from adjacent ground level, the maximum capacity of the emergency shelter shall be twenty (20) people in aggregate, excluding supervisory staff. All sleeping rooms shall be provided with direct access to an exterior exit stairway or an enclosed interior exit stairway that discharges directly to the exterior of the building. A sleeping room intended to accommodate ten or more people shall be provided with access to two exits. Sleeping rooms shall not be located above the second story **nor in basements.**

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- 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 sleeping area. A sleeping room intended to accommodate ten or more people, excluding supervisory staff, 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 DFC shall extend to within 150 feet of all portions of the building or 250 feet if sprinklered throughout.
- D. Sleeping areas of the building must be located no more than 400 feet from a fire hydrant.
- E. Sleeping areas and all exit paths serving the sleeping areas shall be provided with a fire alarm and detection system as required by the Denver Fire Code 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 where fuel burning appliances exist. 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 shelter will be used for less than 60-days, the 24V fire alarm system & devices may be installed as temporary.
- F. A minimum sleeping room temperature of 60-degrees Fahrenheit shall be maintained.
- G. Portable fueled (gasoline, diesel, propane, natural gas, coal, wood) appliances/devices are not permitted to be used for space-conditioning of any area of the temporary occupancy unless explicitly approved by the Building Official and Fire Code Official.
- H. Emergency illumination and exit signage shall be provided and compliant with DCBC Chapter 10.
- I. Exterior doors leading to the sleeping area shall be placarded with a 12"x12" yellow weather resistant sign/placard reading "SLEEPING OCCUPANTS" to alert emergency personnel.
- J. Provide fire extinguishers per DFC Section 906 at a minimum in the sleeping areas and all exit paths serving the sleeping areas.
- K. Hazardous materials or hazard producing operations shall not exist or occur in the vicinity of the sleeping areas or the exit paths serving the sleeping areas.
- L. When required by the Fire Code 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.

Minimum Sanitation Requirements

- A. Minimum number of plumbing fixtures. The residents of a temporary emergency shelter shall be provided plumbing fixtures in the ratio of one water closet, one lavatory, and one shower or bathtub for each 10 residents. Fractional numbers resulting from applying these fixture ratios may be rounded down to the next whole number. Facilities shall be provided for each sex in accordance with the provisions of Denver Commercial Building Code Sections 2902.1.2 and 2902.2.
- B. Where approved by the Building Official, Denver Water, and the Department of Transportation and Infrastructure (DOTI), temporary structures and relocatable buildings may be placed on the site to satisfy minimum plumbing fixture requirements for a period of up to 180 days without being connected to a public water supply and without the sanitary drainage from plumbing fixtures being connected to a public sewer. Where a water tank is used to supply potable water to plumbing fixtures, the interior surface of the tank shall be lined or coated to conform to NSF International standard NSF-61.

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Application Procedure:

Temporary emergency residential 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 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 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 sleep in the shelter
 - b. describe the services provided by the emergency residential shelter
 - c. describe how toilet facilities will be provided
 - d. specify the period of the emergency shelter occupancy (not to exceed 180 days)
2. Architectural signed and sealed (licensed in the state of CO) drawings 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. Sleeping areas of the building must be located no more than 400 feet from a fire hydrant.
 - b. Building floor plans of sufficient clarity to indicate the location, nature and extent of the proposed shelter 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 shelter area including the path of the exit discharge to the public way.
 - ii. Designate the number of occupants on every floor, 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
 - c. A code analysis and narrative for the entire building on the floor plans 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.

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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 personnel 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.
4. If electrically-powered equipment will be used during the temporary occupancy that does not plug into an existing receptacle, load calculations for the panelboard serving the space prepared by a licensed electrical engineer will be required for review. The calculations must document that the wiring to the panelboard and the overcurrent device rating ahead of the panelboard are not overloaded by the addition of the equipment.

If a generator will be used during the temporary occupancy, an electrical permit and inspection will be required where the generator is rated 5KW or above. Refer to policy NEC 590- Temporary Power and NEC 590.4 – Cable installation for temporary special events for additional information. A fire department operational permit shall be obtained at <https://www.denvergov.org/content/denvergov/en/fire-department-home/permits-licensing/fire-safety-permits.html> for the generator.

B. Other required City Agency approval(s):

1. Zoning Use Permit
2. When temporary plumbing fixtures are required, a Department of Transportation and Infrastructure (DOTI) Sewer Use and Drainage Permit (SUDP).

Temporary Certificate of Occupancy. No temporary emergency residential shelter permitted under this policy shall be used or occupied until a Temporary Certificate of Occupancy (TCO) 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