# Family Home Child Care Capacity Waiver Inspection Checklist

This checklist is designed to assist a currently licensed child care provider in preparation for an inspection from the local jurisdiction. You are responsible for meeting the requirements of the Washington Administrative Code (WAC), the Revised Code of Washington (RCW) and the family home child care requirements of the Washington State Residential Code as adopted by WAC 51-51.

* Obtain all required permits from the local jurisdiction prior to requesting an inspection.
* Provide permit numbers and have permit and approved plans on site available for the inspector.
* Contractor services might be required to facilitate installation of the sprinkler system and any permitting processes.
* Attach to this form a floor plan that clearly identifies the use of all rooms and spaces in the home. Identify all licensed and unlicensed areas used as part of the family home child care.
* **The home must be ready on the day of inspection.** This will be a scheduled meeting you set up with your local city or county inspector.

The onsite inspection may take up to three hours, depending upon the size of the home and any unforeseen environmental challenges.

**Please only schedule your inspection after having confirmed with your local jurisdiction the sprinkler requirement detailed in** [**WAC 51-51-0331**](https://app.leg.wa.gov/WAC/default.aspx?cite=51-51-0331) **is met.**

## Instructions for Completing the Checklist

**C** indicates checked by licensee:Care provider (licensee) should check all items and mark an “**X**” or “**✓**” in the appropriate box under the column labeled “**C**”. If the item does not apply indicate by marking “NA”.

**V** indicates verified by inspector: At the time of inspection, the jurisdiction inspector will check all items including those indicated as NA as verified by checking the adjacent box in the column under “**V**”

|  |  |  |  |
| --- | --- | --- | --- |
| **C** | **V** | **Exterior Physical Environment** | **RCW** |
| [ ]  | [ ]  | House numbers are plainly visible and legible from the street or road in front of the property. Each character is a minimum 4 inches in height and of a contrasting color of the house.  | R319.1 |
| **C** | **V** | **Interior Physical Environment** |  |
| [ ]  | [ ]  | **Fire/Life Safety**  |  |
| [ ]  | [ ]  | The building is equipped with a sprinkler system per P2904 or NFPA 13D  | R331.1 |
| [ ]  | [ ]  | Smoke alarms are installed in each sleeping room, outside each sleeping area in the vicinity of the bedrooms, on each additional story of the dwelling including basements and habitable attics.  | R314.3 |
| [ ]  | [ ]  | A heat detector or heat alarm is installed in attached garages.  | R314.2.3 |
| [ ]  | [ ]  | A heat detector is in the kitchen (R314, R331.1) | R314, R331.1 |
| [ ]  | [ ]  | New alarm systems are interconnected in such a manner that activating one alarm will activate all alarms in the dwelling. Existing alarm systems and alterations to an existing system are not required to be interconnected per exception. | R314.4 |
| [ ]  | [ ]  | Carbon monoxide alarms are installed at every floor level and outside each separate sleeping area.  | R315.3, R4502.4 |
| [ ]  | [ ]  | Where rooms or spaces containing a commercial-type cooking kitchen, boiler, maintenance shop, janitor closet, laundry, woodworking shop, flammable or combustible storage, or painting operation are adjacent to the family home child care area, the room or space shall be separated from the child care area with at least 5/8” Type X fire-resistance-rated construction if the building is sprinkled and 1-hour separation if no sprinklers. Exception: A fire-resistance-rated separation is not required where the food preparation kitchen contains only a domestic cooking range, and the preparation of food does not result in the production of smoke or grease-laden vapors.  | R331.1 |
| **C** | **V** | **Means of Egress** |  |
| [ ]  | [ ]  | Two remote means of egress are required from all stories in which child care occurs. |  |
| [ ]  | [ ]  | Basement has (circle complying option): (2) exits from basement direct to exterior without entering first floor **OR**;(1) exit direct to exterior, (1) exit through adjacent story; self-closing door between basement and story **OR**;(1) exit direct to exterior, and (1) operable window or door, approved for emergency escape or rescue, opens directly to a public street, alley, yard or exit court |  |
| [ ]  | [ ]  | Main Story: (2) exits direct to the exterior**OR**;(1) exit direct to exterior, and (1) operable window or door, approved for emergency escape or rescue, opens directly to a public street, alley, yard or exit court |  |
| [ ]  | [ ]  | Upper Story: (2) exits from upper story direct to exterior without entering first floor **OR**;(1) exit direct to exterior, (1) exit through adjacent story; self-closing door between basement and story.Note: Use of toilet facilities is permitted on an upper story while under supervision of an adult staff person. The  upper story must have access to two means of egress per this section. |  |
|  |  | Exit signage is provided to all means of egress. |  |
| **C** | **V** | Operable Windows for Emergency Rescue  |  |
|  |  | Every sleeping or napping room in a family home childcare has at least one operable window for emergency rescue.  Exception: Sleeping or napping rooms having doors leading to two separate means of egress**OR;** door leading directly to the exterior of the building. | R331.1 |
| [ ]  | [ ]  | Operable emergency rescue windows have the following: |  |
| [ ]  | [ ]  | Operational from the inside without the use of keys, tools, or special knowledge.  | R310.1.1 |
| [ ]  | [ ]  | 1. The window size must have a clear opening of 5.7 square feet minimum
 | R310.2.1 |
| [ ]  | [ ]  | 1. The minimum opening size when fully open is 20 inches wide and 24 inches height.
 | R310.2.2 |
| [ ]  | [ ]  | 1. Have a sill height no more than 44” above interior finish floor
 | R310.2.3 |
| [ ]  | [ ]  | 1. Exterior grade outside of the opening is no more than 48 inches below the exterior window sill.
 | WAC 110-300-0166 |
| **C** | **V** | **Stairs serving child care areas** |  |
| [ ]  | [ ]  | Stair risers are a maximum 7-3/4 inches, treads are a minimum of 10 inches.  | R311.7.5.1, R311.7.5.2 |
| [ ]  | [ ]  | Stair riser or tread maximum dimension does not exceed the smallest by more than 3/8-inch.  | R311.7.5.1 |
| [ ]  | [ ]  | Open risers are spaced to prevent a 4-inch sphere from going through them, except stairs with a rise of 30 inches or less.  | R311.7.5.1 |
| [ ]  | [ ]  | There is at least 6-foot 8-inch of clearance at the stairs, measured vertically from the sloped line adjoining the tread nosing or from the floor surface of the landing.  | R311.7.2 |
| [ ]  | [ ]  | Guards are spaced to prevent a 4-inch sphere from going through them.  | R312.1.3 |
|  |  | Guards are required at open-sided walking surfaces, stairs, ramps, and landings that are located more than 30 inches measured vertically to the floor or grade below.  | R312.1.1 |
| [ ]  | [ ]  | The triangle formed by the riser, tread, and bottom rail of guard does not allow a 6-inch sphere to go through it.  | R312.1.3 Exception 1 |
| [ ]  | [ ]  | Handrails and guards are capable of withstanding 200 pounds applied in any direction at any point on the rail. | Table R301.5 |
| [ ]  | [ ]  | Handrails are installed on stairs with 4 or more risers.  | R311.7.8 |
| [ ]  | [ ]  | Handrails are installed a minimum of 34 inches and a maximum of 38 inches, measured vertically from the sloped plane adjoining the tread nosing or finish surface of ramp slope.  | R311.7.8.1 |
| [ ]  | [ ]  | The handrail returns to the wall, newel post, or safety terminals a maximum 4-1/2 inches off the wall with a minimum 1-1/2 inches clear space from inside of rail to wall.  | R311.7.8.2, R311.7.8.3 |
| [ ]  | [ ]  | All stairs, interior and exterior stairs serving child care areas are lighted. | R308.8 |
| **C** | **V** | **Doors serving childcare areas** |  |
| [ ]  | [ ]  | Door hardware – no keys/special knowledge | R331.1 |
| [ ]  | [ ]  | At least one exit door from each childcare area must be pivot or side-hinged swinging  | R311.2 |
| [ ]  | [ ]  | The minimum egress door clearance width is 32” clear and clearance height is 78”  | R311.2 |
| [ ]  | [ ]  | A landing or floor complying with R311.3 is provided on each side of each exterior door serving a child care area.  | R331.2.2 |
| [ ]  | [ ]  | All doors in child care area, including bathrooms serving child care areas, are easily openable when locked. ([WAC 110-300-0166](https://app.leg.wa.gov/WAC/default.aspx?cite=110-300-0166)) | WAC 110-300-0166 |
| **C** | **V** | **Electrical** |  |
| [ ]  | [ ]  | Outlets near sinks, tubs, toilets, or other water sources are inaccessible to children or are tamper-resistant and equipped with a ground fault circuit interrupter (GFCI) outlet type ([WAC 110-300-0165](https://app.leg.wa.gov/WAC/default.aspx?cite=110-300-0165)) |  |
| [ ]  | [ ]  | Exit path illumination in the event of power loss is present.  | R331.2.1 |

## Building Inspector Use Only

[ ]  PASSED

Name of Family Home Child Care

Family Home Project Address

Building Dept. Inspector’s Name (PRINT) Date

Building Dept. Inspector’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application and inspection checklist developed by Washington Association of Building Officials (WABO), in cooperation with Department of Children Youth and Families (DCYF) for use by both departments and licensors in accordance with WAC 110-300-0358.

# Family Home Capacity Waiver Help Guide

Use this to help prepare your home for a local jurisdiction inspection and meet submission requirements for DCYF for a family home child care capacity waiver

1. **Use Family Home Child Care Capacity Waiver Inspection Checklist to review your home. (above)**

Check below for frequently asked questions. If you don’t have any questions, skip to **step 2.**

**Q1: Do I need a sprinkler system?**

**A**: [WAC 51-51-0331](https://app.leg.wa.gov/WAC/default.aspx?cite=51-51-0331) requires a permitted sprinkler system. You will need to hire a contractor that will acquire the permits from your city or county before installation. In some cities/counties the fire marshal will approve this work.

**Q2: What will a sprinkler system cost?**

**A:** Costs will vary by county and city. Most contractors charge per square foot anywhere from 2 to 12 dollars per/sq. foot for permitting and installation on existing homes. Check with local contractors to get estimates.

Google search: “House fire sprinkler contractors city/county state”

Example: “House fire sprinkler contractors Spokane WA”

**Q3: Do I need to get a permit for electrical work?**

**A:** Most cities and counties require a permit when electrical modifications occur. Items that use batteries or are wireless do not require a permit but must also meet the intent of the WAC.

**Q4: Do I need to get a permit for a heat detector/heat alarm?**

**A:** Most cities and counties require a permit when electrical systems are altered. If your heat detector or heat alarm are wireless it will not require a permit. New alarm systems must be interconnected and activate all other alarms.

**Q5: Do I need a permit for older alterations?**

**A:** Most cities and counties will review your home and ask to see permits for obvious building updates they observe. They may have record on file of permits acquired from previous owners. Without permitted work you may be required to get a permit and make any required changes by your building inspector.

**Q6: Do I need exit signs?**

**A:** You will be required to put exit signs by each of your emergency exits and pathways.

**Q7: Do I need emergency lights if the power goes out? Can I use battery operated lights?**

**A:** You will need exit path lights when the power goes out. This can be achieved through battery operated lights that turn on automatically or through hard wired options. Hard wired automatic lighting will need a permit before installation.

**Q8: How do I know if I go through my city or county?**

**A:** You can use google maps desktop website to search your city and see if you fall within your city’s limit or not. Click on the search bar and enter your city name and it will outline the city limits. Note: This feature is not available on the mobile app.

**Q9: If I have permitting questions, who do I contact?**

**A:** Google search: “city/county, state permits”. Example: “Vancouver, WA permits”. Each city/county will have their own website and process to help answer questions. City/counties will have slightly different steps to follow.

**Q10: Is there a chance my city or county will not approve more than 12 children?**

**A:** City and counties have their own authority to make decisions. They may decide not to allow more than 12. DCYF is working to create awareness around this waiver with jurisdictions around the state. If you have questions, contact your local jurisdiction’s **planning department** and ask if you can have more than 12 total children. Please reach out to your licensor if you have challenges.

**Q11: Once I have completed the permitting and work needed for the Family Home Capacity Waiver Checklist, what happens next?**

**A:** Most cities and counties will have a process set up to have their building inspector come inspect your home to complete the required checklist. You will need to reach out and request this process. This may require a permit. The building inspector will either approve your home or note any work that needs to be fixed. If you do not prepare properly, you could be subject to another permitting fee. **See step 2.**

1. **Contact your city/counties Permit Center for an inspection:** To initiate this process to get the inspector to come out, Google search: “city/county, state permits”. Example: “Vancouver, WA permits”. Make sure your waiver checklist gets approved and signed.
2. **Request a Capacity Waiver in WA Compass portal. Upload your signed and approved Capacity Waiver checklist with building inspector signature and complete the capacity waiver application in the Portal.**