

# FLOOR PLAN REVIEW PROCESS MODIFICATIONS FOR EXISTING PROGRAMS



South Dakota  
Department of  
**Social Services**

**Modifications for Existing Programs – Floor Plan Review Booklet**

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July 2021

## INTRODUCTION

This booklet covers the requirements for a currently licensed child or school age care program who is interested in making building or program modifications or changing categories of care. In licensing, the building is licensed and not the individuals. When an initial child care license is issued, a floor plan review must first be conducted to ensure the building is safe. Once the floor plans are approved, the license is issued, approving *only* the space indicated on those plans. If changes are made to the building without obtaining approval, the license will not be valid. Anytime there are any proposed changes to the program, those changes need to be submitted for review before the changes are made to prevent extra costs. The following are a few specific examples when a new floor plan review is required for an existing licensed program:

1. Modifications are made to the existing building by the current operator. This includes but is not limited to moving or removing walls, move or remove exit doors, use space in the facility that was not previously approved, etc.
2. An older facility is missing important plan review findings from initial licensure and/or questions exist about licensed capacity and/or non-compliance features of the structure.
3. A program would like to change their licensed category of care.

## NECESSARY WRITTEN DOCUMENTATION OVERVIEW

The purpose of the floor plan review is to ensure the child or school age care building will be a safe place for children. A complete set of plans and plan details will help to ensure this process proceeds in a timely manner. The written documentation to be submitted includes:

- The Program Proposal & Specification checklist
- Three copies of the initial floor plan (unless digitally submitted) which corresponds with initial review letter results from the Department of Public Safety (Fire Marshal's office) and the Department of Health. (Contact your licensing specialists if you need previous review letters.)
- Three copies of the new floor plan (unless digitally submitted) showing modifications to be made at the program (if applicable). The new plans submitted should have changes outlined or in color or labeled to clearly note the requested areas for approval.
- The Fire Alarm Specifications - needed for all day care centers (21 or more children) or school age programs, serving more than 20 children, that are not located in a school building.

All information can be electronically submitted or mailed to your local licensing specialist. If submitting hard copies of your project plan information, please submit **three** copies for the review process. **Please submit all information at one time.**

## STEP 1 – THE PROPOSAL

Administrative Rules require that all proposed licensed programs inform the Department of their purpose and function. The Proposal & Specification Checklist is included on page 5-6. Please submit this information along with the floor plan and fire alarm specifications (if applicable) to your licensing specialist.

## STEP 2 - THE FLOOR PLAN

The floor plans that are submitted are to be ***drawn to scale*** and need to highlight (in one color) the space currently utilized by the program and then highlight (in another color) the space the program is looking to add or no longer utilize. There are certain requirements for the floor plan depending on the nature of your proposal.

### **For a proposed building that will be new construction:**






- ✓ If the proposed space to be used for child or school age care is **4,000** square feet or more, the plans *must* be designed by an architect or engineer registered in South Dakota. The plans submitted for review need to be stamped by the architect or engineer.











Note: While building plans for a private home do not typically need to be designed by an architect, a home exceeding 4,000 sq. ft. that is being designed to include space for a daycare must have an architect design the plans.

### **For a proposed modification that will be in an existing building:**

- ✓ If the proposed building site to be used for child or school age care requires extensive renovation of the structure, electrical system, plumbing, and other mechanics of the building, blueprints are to be stamped by an architect or engineer registered in South Dakota.

### **For a proposed building that is less than 4,000 square feet in area and not drawn by a professional, the drawing must include all the following details:**

-  Must be drawn to scale
-  If only using a portion of a building for child or school age care, *the plans for the entire building still need to be submitted* in order to determine where the child care space fits into the large scheme of the building and to determine exiting patterns.
-  Location of outside and inside walls, closets, stairways, all windows, etc.
-  Location of outside and inside doorways. Also show the direction that all doors open.
-  Location of all sinks, stove, refrigerator, dishwasher, etc.

-  Location of toilets, sinks, tub/shower in the bathrooms. Total capacity is base based on restroom facilities - 1 restroom hand sink and 1 toilet required for every 15 children. The toilets and hand sinks must be included in the same toilet room to be used for capacity; a hand sink in a classroom cannot be counted in determining the capacity. If there are large basin style sinks utilized, list the number of spigots in each sink.
-  Location of electrical outlets.
-  Smoke detectors, exit signs, fire extinguishers, (for day care centers and school age programs not located in a school: electrical panel, manual pull station, horn/strobe, fire alarm control panel).
-  Location of furnace, hot water heater, washer, and dryer if changes are being made to this area.
-  Location of outside porches, decks, and stairways if changes are made to existing areas.
-  Label identifying use of each room in building structure - i.e. toddler playroom, crib room, bathroom, kitchen, laundry room, etc.
-  Measurements of each room and measurements for the entire outside dimension of building. Total capacity is based on 35 square feet per child for a day care center and 25 square feet per child for a school age program. Stationary equipment, including cribs and furniture, would reduce the total usable square footage for each classroom.
-  Measurements for outdoor play space – include measurements for the outdoor play space. Note: a fence is required for group family day care and day care centers. Total space capacity is based on 50 square feet per child. (only if changes are made to this area)
-  If basement or second story levels are being added, an Elevation Drawing depicting each level of the building is required.
-  Include a floor plan legend if using symbols to identify all items on the floor plan i.e. smoke detectors, exit signs, changing tables, hand-sinks, electrical outlets etc.

Using the above guidelines and following the example floor plans located at the end of this instruction booklet, will help ensure a quality, effective visible description of the building structure's details.

**STEP 3 - THE SPECIFICATIONS**

No matter how much detail is contained on the floor plan, there will still be details that cannot be drawn on paper. The specifications will be a detailed description of items that cannot be seen on paper and a description of any plans to install items currently not located in the building. The specifications will need to list such details for each new area added:

- the type of floor coverings in each room (carpet, wood floors, etc.)
- the type of wall coverings (sheet rock, paneling, etc.)
- the rating of the existing furnace (found on label on furnace)

- ☑ number of levels located in building & what level(s) will be used for care
- ☑ height and spacing of railings on decks, open-sided stairways, and porches
- ☑ whether all outlets have self-closing covers
- ☑ whether there are deadbolt locks on any of the exit doors

Also remember the specifications will include plans to add or take out items not currently located in the building. These items can include but are not limited to:

- ☑ Location of 2A rated fire extinguishers
- ☑ Planned installation of any additional items such as toilet facilities, hand sinks, dishwasher, etc.
- ☑ Addition or removal of any carpeting or wall coverings
- ☑ Planned installation of fire rated doors, inter-connected or fire alarm system, exit signs, emergency lighting, etc.
- ☑ Planned installation of a playground fence
- ☑ Sandbox will be covered and will be constructed to allow for drainage
- ☑ Describe the type of mechanical or natural ventilation in each restroom

**IMPORTANT:** Be as specific and detailed as possible when writing the specifications for the proposal. Remember the reviewers have not been to the building so they don't know any more than what is drawn or described on the plans and proposal.

**Photographs** of your building can assist in the floor plan review process. See page 7 of this booklet for suggestions on submitting photos.

The following Program Proposal & Specification Checklist includes required specification information needing to be submitted along with the floor plans.

**STEPS 1-3 THE PROGRAM PROPOSAL  
& SPECIFICATION CHECKLIST**  
**For Day Care Centers, Group Family Day Care Homes,  
and School Age Care Located Outside A School Building**

**1. PROGRAM INFORMATION:**

Name of proposed licensed program: \_\_\_\_\_

Current Type of licensure?

Group Family (13-20 children)  Day Care Center (21 or more)  School Age Care (school age only)

Physical address of proposed licensed program: \_\_\_\_\_

Contact person:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**2. TYPE OF REVIEW REQUESTED:**

- Expansion or remodel of existing building space in an existing building
- Expansion or remodel of existing building with new construction
- Change to, add on, or deletion of space/room previously approved for use

Please briefly describe the proposed plans:

\_\_\_\_\_  
\_\_\_\_\_

**3. PROGRAM ADMINISTRATION:**

No change in administration

Name \_\_\_\_\_ Email \_\_\_\_\_

**4. PROGRAM OPERATION: (select all that apply)**

- No change in operation
- Change in license category to operate as a \_\_\_\_\_ category
- Expansion in ages to be served \_\_\_\_\_
- Expansion in number of children served
- Decrease in number of children served
- Change in meal service plan

Are meals to be provided?  Yes  No

If so, are they prepared onsite or catered? \_\_\_\_\_

Name of the entity providing the catered meals, if applicable \_\_\_\_\_

**5. BUILDING CURRENTLY LICENSED:**

Type of building (standalone operation; strip mall, church, etc.)? \_\_\_\_\_

Is the licensed program the only business in this building?  Yes  No If no, list other types of businesses located there? \_\_\_\_\_

Is there more than one level to the building?  Yes  No If so, how many? \_\_\_\_\_

What level of the building will the licensed program be located on? \_\_\_\_\_

Space to be Approved

Entire floor or building

Only rooms highlighted on plan or listed: \_\_\_\_\_

List any rooms that are not to be used routinely i.e. gyms, multi-purpose room, pool area etc.

(this space will not be counted in the over-all license capacity) \_\_\_\_\_

Have the local city/county agencies approved the modified floor plans, if applicable?

Yes  No

## 6. THE FLOOR PLAN DRAWING:

Floor plans – **drawn to scale**– must be submitted. Because of the number of copies that need to be made, (unless submitted digitally) it is essential the plans are neat and easy to read. Use the following as a checklist to ensure that each of these details is present on the floor plan to expeditiously complete a review. **Please highlight in one color all changes that will be made to existing plans previously submitted for review and approval:**

- The floor plan shows the length and width measurements of each room to be used.
- Each room used by the program is labeled (i.e. kitchen, playroom, infant room, restroom, etc.). Rooms used for infant care should include the number and/or location of cribs or pack-n-plays to be used.
- The measurement of the entire outside of the building is shown on the floor plan.
- All interior and exterior walls, closets, stairways, windows, etc. are shown on the plan.
- The plan shows the direction that each inside and outside door opens.
- The location of kitchen appliances including three-compartment sinks, handwashing sinks, dishwasher, stove, and refrigerator, are included.
- The location of all electrical outlets.
- The location of all exit signs.
- The location of all smoke detectors.  
(A fire alarm system is required for any program serving 21 children or more.)
- Draw the toilets and hand sinks inside each restroom.
  - Check here if big basin sinks are utilized. If so, list the number of sinks \_\_\_\_\_
  - Number of spigots in each sink \_\_\_\_\_
- The location of the permanent or portable bathtub (not required for school age programs)
- The location of the mop/utility sink. (This is required for programs serving 21 children or more.)
- The location of the diaper changing area including an adjacent hand sink to be used. (This is required for any age children still in diapers.)
- The location of the furnace, hot water heater, washer, and dryer, if applicable.
- The location of any outside porches, decks, stairways.
- Label the plan with directions (north, south, west, and east).
- Dimensions of the fenced outdoor play area along with the location of the play area drawn on the plan.
- If the program is in a basement or on the 2<sup>nd</sup> floor of a building, submit floor plans for each level of the building to determine exiting compliance.
- Include a key of symbols to show the location of items such as smoke detectors, exit signs, toilets, hand sinks, changing tables, fire extinguishers, electrical outlets etc.
- The floor plans are signed and dated by the owner or individual responsible for the program.

Along with the floor plan, if any changes are made to the outdoor area, levels of building to be used, or new construction is occurring, please include the following items:

- A. **A Plot Plan** – this shows the property lines, other buildings, driveways, fences, walkways, etc.
- B. **An Elevation Plan** – if a basement or a second story is used for any part of the program, submit a drawing that shows the entire outside of the building to determine exiting patterns.
- C. If this is **new construction**, include detailed plans of the footings/foundation plan, wall sections, window and door schedules, roof section, electrical, mechanical, and plumbing plans. Contractors should be able to supply these types of drawings before construction begins.



## 7. BUILDING SPECIFICATIONS:

**These are the items that cannot be “seen” on the plans, so they need to be described in writing on this or a separate sheet of paper. Describe:**

- A. What floor coverings are in each newly proposed room (i.e. linoleum, carpet, etc.);  
Name of room: \_\_\_\_\_
- B. Are floor coverings in each newly proposed space a class 2 material or have a minimum critical radiant flux of 0.22 watts per square centimeter (the flooring installer should be able to provide details)?  Yes  No
- C. What covers the walls of the newly proposed space (i.e. sheetrock, plaster, wood paneling, etc.): \_\_\_\_\_ Wall co
- D. List the number of levels in the building and their use: \_\_\_\_\_
- E. Do all newly proposed spaces have outlets with self-closing covers or tamper resistant outlets?  
 Yes  No
- F. Are the outlets within 6 feet of a water source i.e. sink, toilet, tub etc.  Yes  No  
Is there a ground fault circuit interrupter (GFCI):  Yes  No
- G. Is each closet door latch capable of being opened from the inside?  Yes  No
- H. Do you have 2A rated fire extinguisher(s) in approved locations?  Yes  No
- I. Is the kitchen stove vented to the outside (facilities with 21 or more children)?  Yes  No
- J. List any items planned to be installed such as additional toilets or hand sinks; dishwasher; etc.: \_\_\_\_\_
- K. List any items planned to be removed such as carpet or wall coverings? \_\_\_\_\_
- L. Is there a fenced playground?  Yes  No
- M. Is each bathroom equipped with mechanical or natural ventilation?  Yes  No  
If mechanical ventilation is used, is it vented to the outside of the building)  Yes  No
- N. Do any doors have dead bolt locks on them?  Yes  No  
*Note: Deadbolts are not allowed for use on doors.*
- O. Does all door hardware allow the doors to open in only one motion even when the door is locked?  
 Yes  No  
Does the program intend to utilize gates in doorways or corridors?  Yes  No  
*Note: if gates are utilized, they must have a minimum of a 32' opening for a classroom and 36" for a corridor. If a program serves 50 or more children a gate is not allowed for use in a corridor. All gates must swing in the direction of egress and must be able to be opened with one hand or in one motion without any special knowledge.*
- P. Describe the type of exit signs in the facility:  Internally illuminated  Externally illuminated
- Q. Are the exit signs equipped with emergency backup power/illumination for a duration of at least 90 minutes or Glow in the Dark?  Yes  No
- R. Describe the fire alarm system (battery operated smoke detectors, interconnected smoke detectors; pull stations, strobes, horns): \_\_\_\_\_
- S. Is the building equipped throughout with a fire sprinkler system?  Yes  No

**NOTE:** Facilities with 21 or more children are required to have a fire alarm system that is initiated by smoke detectors and pull stations. If you are requesting a category change to a day care center or looking to serve 21 or more children, you are required to submit a copy of the alarm specs or catalog sheets describing the system.

**Use of Photographs - can help describe some of the specifications listed above.**

- The outside of the building – the building and the play area
- Kitchen- showing the stove, vent, sink(s), dishwasher, meal prep area etc.
- A picture of the fire alarm, pull stations, smoke detectors, horns, strobes, and exit signs.

## **8. PLAN SUBMITTAL CHECKLIST:**

For a floor plan review to be conducted in a timely manner, the following information must be submitted to the licensing specialist via mail or email:

1. A Proposal & Specification Checklist
2. Three copies (unless digitally submitted) of the floor plans (if using an upper or lower level, include plans for the entire building)
  - If expanding to an upper or lower level, include elevation plans of the building.
  - Include the Plot Plan that shows where the building is located on the property.
3. Fire alarm specifications or catalog sheets if expanding to a day care center license or a school age program looking to increase the number of children to serve 21 or more.

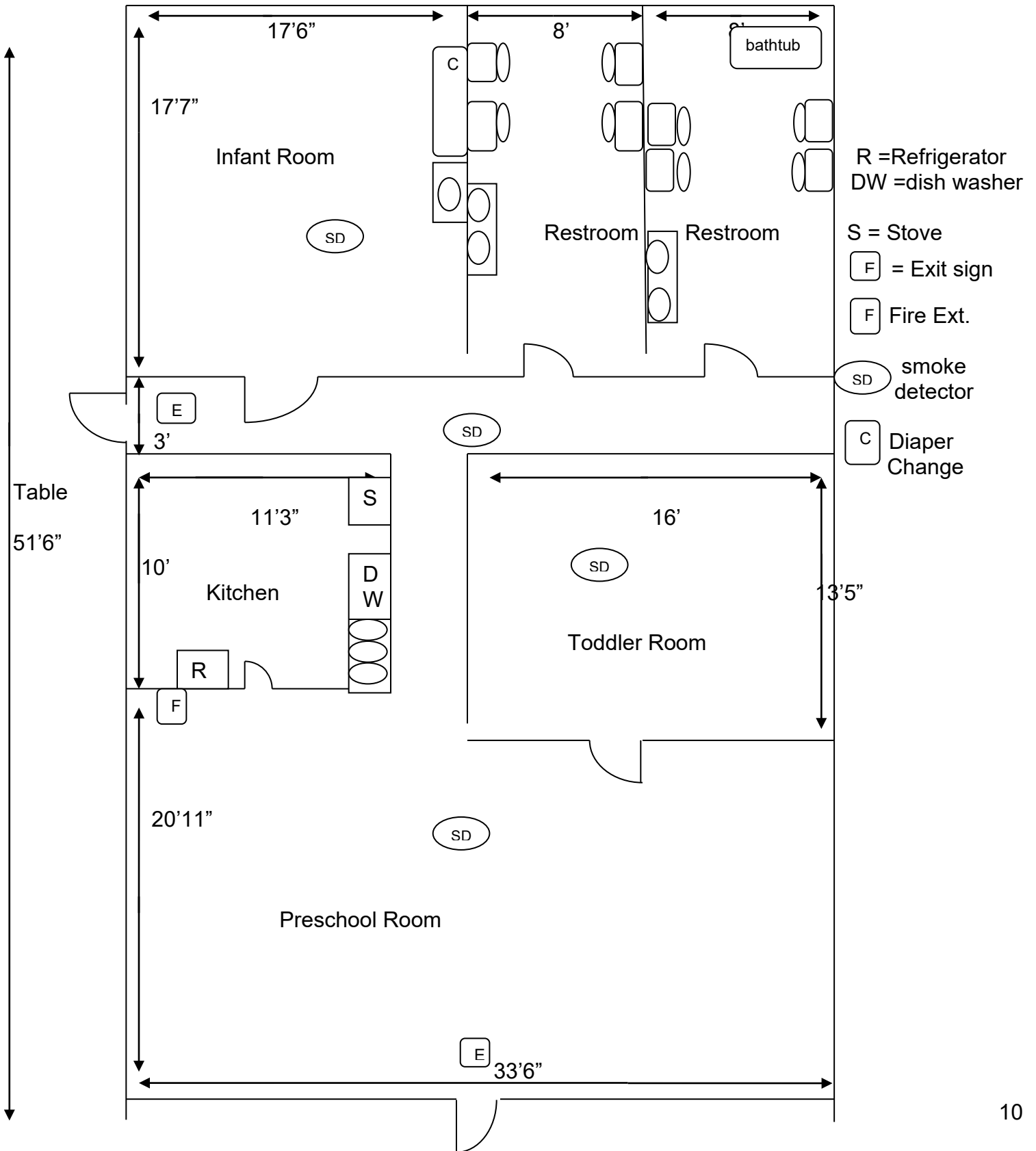
### **Plan Review:**

Once the above information is received, information will be submitted to the State Health Department and the State Fire Marshal's office for review. These agencies conduct plan reviews for most state licensed facilities. This is a time intensive process and these agencies work as quickly as possible. The time frame for completion can depend largely on the number of plans submitted to the agency from different state agencies at the same time.

When the floor plan review is complete, both agencies will provide a notification outlining any changes required before compliance is determined.

After the program makes all corrections to any compliance items noted during the review process, please contact the licensing specialist to arrange for a final on-site inspection.

# Sample Floor Plan



# Sample Plot Pan

