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This booklet will explain the proposal and floor plan review process to obtain a license to operate a child or school age care program in the State of South Dakota

FLOOR PLAN REVIEW PROCESS AND PROGRAM PROPOSAL

Office of Licensing & Accreditation
Child Care Licensing



South Dakota
Department of
Social Services

FLOOR PLAN REVIEW HANDBOOK

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INTRODUCTION

The first step in the establishment of a licensed child or school age care program is the consideration of the building structure. For licensing purposes, the building is licensed and not the individuals. When an initial child or school age care license is issued, a floor plan review must first be conducted to ensure the building is safe. Once the floor plans are approved, a final inspection is completed and 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. **State law requires a child or school age care program to be licensed prior to operating a child or school age care business.**

Once the decision is made to pursue licensure, the licensing applicant is responsible for completing the following plan review steps:

1. Review all regulation requirements
2. Submit all necessary written documentation

The licensing applicant's attention to detail will ensure this process is completed efficiently to prevent any unnecessary delays.

REGULATION REQUIREMENTS

The Administrative Rule chapters as outlined below contain all regulation information needed to establish and operate a child or school age care program. In starting this business adventure, it is important to become familiar with these regulations and the construction requirements established.

The checklist in this booklet contains some of those requirements, but not all. The purpose of this checklist is to ensure the information needed to complete a floor plan review is included. There are many other details of a licensed child or school age care program that don't relate to the plan review and are therefore not noted in this booklet. The licensing specialist can answer any questions regarding the floor plan review process.

Regulation information can also be viewed at:

- [Licensing Programs \(sd.gov\)](#) Group Family Day Care (20 or less children)
- [Licensing Programs \(sd.gov\)](#) Day Care Center (more than 20 children)
- [Licensing Programs \(sd.gov\)](#) School age Program (school age children only)

The floor plan review should be completed *before* any construction begins to avoid additional costs.

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. Overlooking even “seemingly” minor details will delay the review process - impacting the time it will take before operation of the program can begin. The written documentation to be submitted includes:

- The Proposal & Specification checklist
- The proposed floor plans
- The Fire Alarm Specifications - needed for all day care centers (21 or more children) or school age programs 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 & SPECIFICATION CHECKLIST

Administrative Rules require that all proposed licensed programs inform the Department of their purpose and function. The Proposal & Specification Checklist is included on pages 8-11. Please submit this information along with the floor plan and fire alarm specifications (if applicable) to your licensing specialist.

STEP 2 - THE FLOOR PLAN

Perhaps the most important part of the initial work is completing the floor plan of the building. The floor plans of the entire building are to be ***drawn to scale*** and need to highlight the space to be used by the licensed program. 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 building 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 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 applicable).
-  Location of outside porches, decks, and stairways.
-  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.
-  Include measurements for 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.
-  A Plot Plan is required showing the details of the property including the location of outside buildings, driveways, fences, trees/shrubs on the property.
-  If basement or second story levels are used for the program, 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, electric outlets, changing table 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 as:

- 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 checklist.

STEP 4 - Codes and Ordinances from Other Agencies

The rules developed by the Department of Social Services and the Office of Fire Marshal are not the only regulations that might apply to a proposed business. You and your architect, engineer, and/or contractor need to contact your city, county, and other state agencies to ensure compliance with local requirements. Such sources can include but are not limited to:

- State Plumbing Commission
- City Building and Zoning
- County Zoning
- State Electrical Commission
- Local Fire Department
- Local Health Department

A child or school age care program is required to meet state, county, and city ordinances. If a city has requirements that are different than the state requirements, a program is required to meet the strictest of the two requirements. For example, the state requires 2 remote exits from each level of a child care building. If a city requires an exit out of each classroom, the program would be required to meet the city requirements and install exits out of each classroom before a state license is issued.

Take a copy of the building floor plans to the city where the program will be located to ensure all local requirements are met.

THE PROGRAM PROPOSAL & SPECIFICATION CHECKLIST
For Day Care Centers, Group Family Day Care Homes,
and School Age Programs Located Outside A School Building

1. PROGRAM INFORMATION:

Name of proposed licensed program: _____
Type of licensure? _____
 (Group Family -13-20 children); Child Care Center (21 or more); or School Age Care (school age only)
Physical address of proposed licensed program: _____
Contact person:
Name: _____ **Address:** _____
City: _____ **Zip Code:** _____
Phone Number: _____ **E-mail:** _____

2. TYPE OF REVIEW REQUESTED:

- New license & New construction
- New license in an existing building
- Ownership change with no changes to existing structure
- Ownership change with changes to existing structure

3. PROGRAM ADMINISTRATION:

- Sole Proprietorship (private owner): Name _____ e-mail _____
- Partnership List Names and e-mail address for each partner:
 Name _____ E-mail _____
 Name _____ E-mail _____
 Name _____ E-mail _____
- Non-Profit – Board Operated: Board Director Name _____ E-mail _____
- Community Operated
- Church Operated
- Other _____
- Non-Profit organization: CEO Name: _____ E-mail: _____
- School administered: Principal Name _____ E-mail: _____
- For-Profit – Board Operated: Board Director Name _____ E-mail _____

4. PROGRAM OPERATION:

Number of children you hope to serve? _____
Ages of children to be served? _____
Days of the week and hours the licensed program will be in operation? _____

- Are children separated by age groups or together in family setting? _____
- Are there opportunities for outside play? Yes No If so, where? _____
- Are meals provided? Yes No If so, are they prepared onsite or catered? _____
- Name of the entity providing the catered meals, if applicable _____

5. BUILDING PROPOSED FOR USE:

- 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 included in the over-all capacity, i.e. gym, multi-purpose room, pool areas etc. _____
- Have the local city/county agencies approved the floor plans, if applicable? Yes No

6. THE FLOOR PLAN DRAWING:

Floor plans – **drawn to scale** – must be submitted. Whether the floor plans are submitted digitally or in hard copy, 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:

- 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.
- The location of other fire alarm components including the electrical panel, manual pull stations, horns and strobes. (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 before & after school 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 2nd 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, 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 room (i.e. linoleum, carpet, etc); Kitchen: _____
Restrooms: _____ Playrooms: _____ Laundry Area: _____
- B. Are floor coverings 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 (i.e. sheetrock, plaster, wood paneling, etc.): _____
_____ Wall covering must conform to the requirements for an E Occupancy found in Chapter 8 of the International Fire Code
- D. List the rating of the existing furnace: _____
- E. Is there a 1-hour self-closing door on any room containing a boiler, hot water heater, or central heating plant? Yes No
- F. List the number of levels in the building and their use: _____
- G. List the height and spacing of railings on all decks, open-sided stairways, porches: _____
- H. Do all outlets have self-closing covers or tamper resistant outlets? Yes No
- I. Are the outlets within 6 feet of a water source i.e. sink, toilet, tub etc. Yes No If so, is there a ground fault circuit interrupter (GFCI): Yes No
- J. Is each closet door latch capable of being opened from the inside? Yes No
- K. Do you have 2A rated fire extinguisher(s)? Yes No Where are they located? _____
- L. Is the kitchen stove vented to the outside (facilities with 21 or more children)? Yes No
- M. List any items planned to be installed such as additional toilets or hand sinks; dishwasher; etc.: _____
- N. List any items planned to be removed such as carpet or wall coverings? _____
- O. Is there a fenced playground? Yes No
- P. Is there a sandbox? Yes No If so, is it covered? Yes No
- Q. 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
- R. Do any doors have dead bolt locks on them? Yes No
Note: Deadbolts are not allowed for use on doors.
- S. Does all door hardware allow the doors to open in only one motion even when the door is locked? Yes No
- T. 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.
- U. Describe the type of exit signs in the facility: Internally illuminated Externally illuminated
- V. 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
- W. Describe the fire alarm system (battery operated smoke detectors, interconnected smoke detectors; pull stations, strobes, horns): _____
- X. Is the building equipped throughout with a fire sprinkler system? Yes No
- Y. Are there any appliances in the building that burn fossil fuels i.e. propane, natural gas, fuel oil? Yes No
If yes are there any carbon monoxide detectors located in the building?
 Yes No If yes, please note the location _____.

NOTE: Facilities with 21 or more children are required to have a fire alarm system that is initiated by smoke detectors and pull stations. **To determine compliance, you are required to submit a copy of the alarm specs or catalog sheets describing the system.**

Facilities with 20 children or less are required to have a fire alarm that is interconnected by the building wiring so when one alarm sounds, they all sound.

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. The completed Program Proposal & Specification Checklist
2. Digital floor plans or three sets of hard copy floor plans (if using an upper or lower level, include plans for the entire building)
 - If using 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 describing the system.

Plan Review:

Once the above information is received, information will be submitted for review to the State Health Department and the State Fire Marshal's office. 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 any compliance items noted in the review letters from the Fire Marshall's Office or Health Department are corrected, contact the licensing specialist to arrange for the final on-site inspections. The final inspection is two-fold. A Facility Safety Inspection will be completed by the Dept. of Public Safety and the Program Inspection will be completed by the Child Care Licensing Specialist to ensure all licensing requirements are met. Sample inspections were provided with the initial license inquiry.

There will also be some additional paperwork required for licensure (application, screening forms, etc) that the licensing specialist will provide. It is very important to have continued communication with the licensing specialist through this process.

Americans With Disabilities Act and Accessibility Requirements For Child Care Facilities and School Age Programs

The American's with Disabilities Act (ADA) prohibits discrimination on the basis of disability in

- the private sector and in state and local governments
- public accommodations and services provided by public and private entities

“No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, and accommodations of any place of public accommodation.”

As a person interested in beginning a child care or school age program you need to be aware that the ADA requirements apply to your facility. In the construction phase, it is important that you work with your architect or engineer to assure your facility's features meet ADA Accessibility requirements.

Where can I learn more about ADA and the Accessibility Requirements?

www.ADA.gov is a link to commonly asked questions specific to child care and the ADA.

The United States (US) Department of Justice provides technical assistance and guidance in the area of Accessibility Guidelines. A copy of the guidelines can be obtained from this agency.

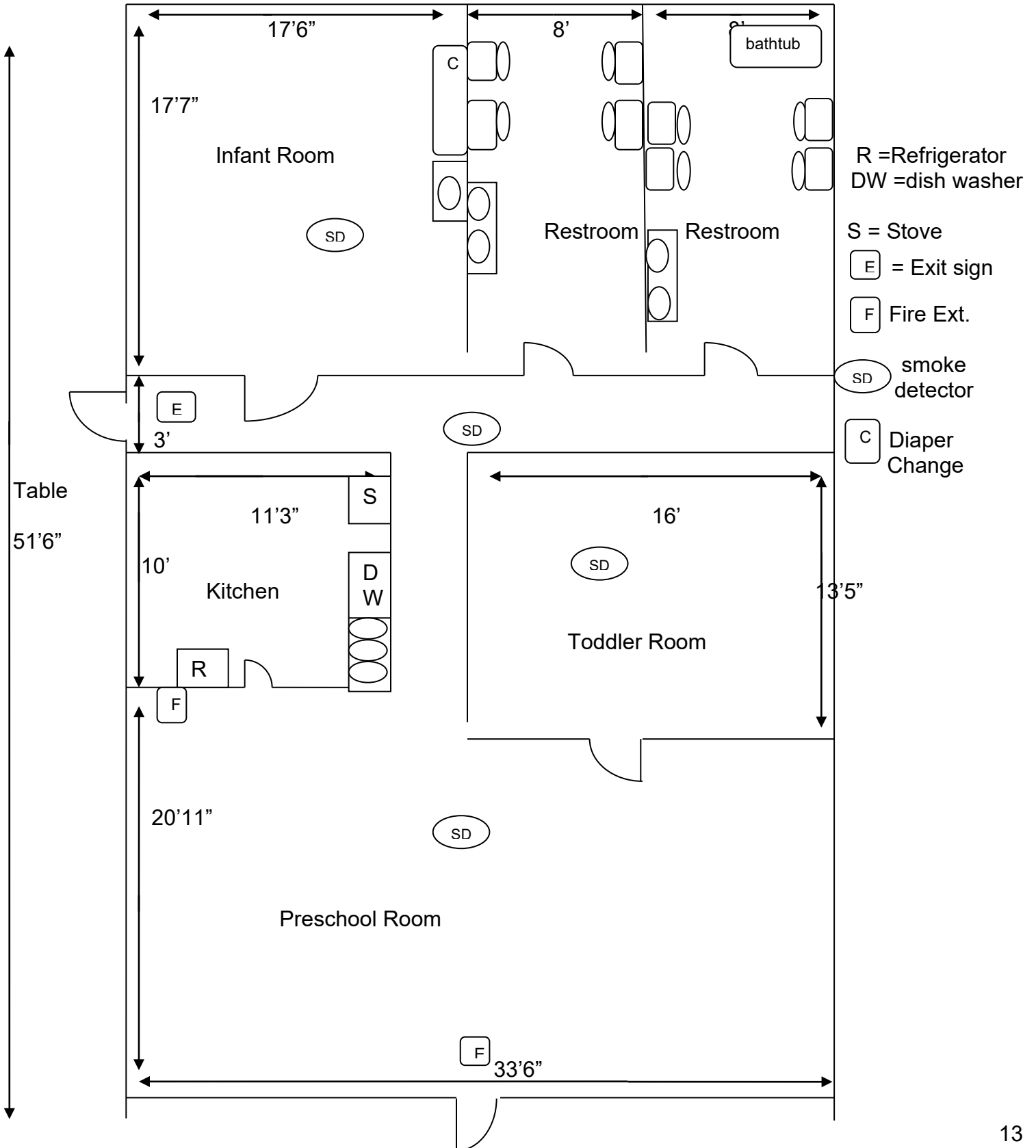
Who enforces the ADA Accessibility Requirements?

The US Department of Justice.

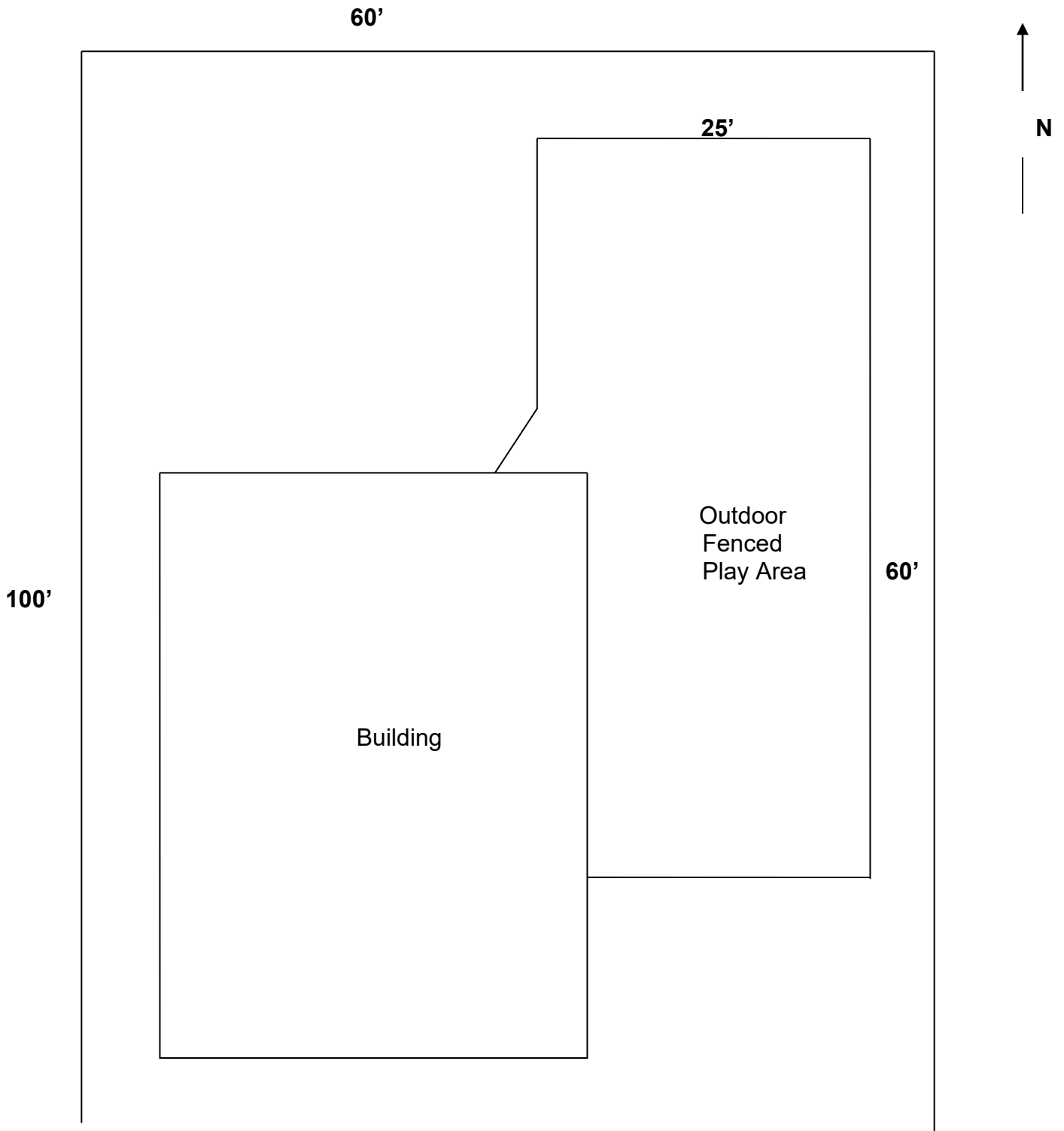
How can I learn more about and/or contact the US Department of Justice?

1. Call 1-800-514-0301 (voice) 1-800-514-0383 (TDD)
 - ADA specialists are available at various times Monday through Friday.
 - This service permits businesses, State and local governments, or others to call and ask questions about general or specific ADA requirements including questions about the ADA Standards for Accessible Design.
2. Check their Internet Access <http://www.usdoj.gov/crt/ada/adahom1>
3. ada.gov – this home page has a link to commonly asked questions about child care centers and ADA.

Sample Floor Plan



Sample Plot Pan



Facility Name:
Facility Address:
Contact Person:
Phone Number: