



City of Glendora | Community Development
116 E. Foothill Blvd.
Glendora, CA 91741

BUILDING DIVISION

SUBMITTAL REQUIREMENTS

CONVERSION OF R-3 TO R-3.1 LICENSED RESIDENTIAL CARE FACILITY FOR THE ELDERLY

(For facilities housing six or fewer clients, CBC Section 435)

Overview

This handout outlines typical submittal requirements for converting a one-family dwelling (Group R-3) to a licensed residential care facility for the elderly (Group R-3.1). Requirements apply to facilities housing six or fewer clients. Additional information may be required depending on existing conditions, project scope, or agency requirements.

All documents must be submitted in PDF format.

Submittal Requirements

Permit Application

Include project address, brief scope of work, facility license type (e.g., RCFE), and number of clients by type (ambulatory, non-ambulatory, bedridden).

Site Plan

Provide a dimensioned site plan showing property lines, structures, access routes, ramps, exits, sidewalks, fences, gates, and all grade changes that may affect egress.

Floor Plan

Label each room by use and client type (ambulatory, non-ambulatory, bedridden). Show exit doors with clear opening widths, egress paths, corridors, stairs, ramps, smoke and carbon monoxide alarms, fire extinguishers, and any existing or proposed fire sprinkler systems.

Construction Details

Include details for door assemblies, hardware, ramps, stairs, landings, fire/smoke separation assemblies, and modifications required for compliance with CBC 435.

Operations Narrative

Describe the type of care provided, staffing model, resident supervision, and current status of licensing with the appropriate state agency (e.g., California Department of Social Services (DSS)).

Los Angeles County Fire Department Approval

All R-3.1 facilities are subject to review and approval by the **Los Angeles County Fire Department (LACoFD)**. Submittal is made by the applicant directly to the LACoFD, Schools and Institutions Unit, 7733 Greenleaf Ave, Whittier, CA 90602. Phone 562-696-3915.

Supporting Documentation

Include documentation from the state licensing agency, such as a licensing letter or confirmation of application from DSS.

Exiting and Egress

- Minimum of two exits required.
- Exit doors must be at least 3 feet wide and 6 feet 8 inches high, and provide a minimum 32 inches of clear width when opened 90 degrees.
- Bedrooms for nonambulatory clients must have access to at least one of the following:
 - A direct exit to the exterior (minimum 32" clear width and 6'-8" height),
 - An adjoining bedroom with a direct exterior exit,
 - A hallway leading to a bedroom in the immediate area with a direct exterior exit, separated from common areas by a self-closing solid wood door at least 1-3/8 inches thick.
- If housing a bedridden client, and no fire sprinkler system is installed, the following are required:
 - A direct exit from the sleeping room to the exterior (minimum 32" clear width and 6'-8" height),
 - A self-closing, gasketed, solid wood door (1-3/8" thick) with positive latching,
 - No interior locking devices (e.g., deadbolts or chains) on doors leading to hallways or common areas,
 - The exterior exit door must be operable from both inside and outside,
 - Sliding doors are allowed if they meet exit size and operability requirements.
- Egress paths may not pass through garages, kitchens, closets, or storage rooms.

Smoke and Carbon Monoxide Alarms

- Smoke alarms are required in sleeping rooms, adjacent hallways, on each story, basements, throughout the habitable areas of the dwelling unit excluding kitchens.
- Carbon monoxide alarms required when fuel-burning appliances or attached garages are present.
- Alarms must be hardwired, interconnected, and have battery backup

Fire Sprinklers

Fire sprinklers are required if:

- More than one bedridden resident is housed.
- Non-ambulatory residents are located above the first floor.
- Any client is located above the second floor.
- Required by LACoFD

Interior Layout and Fire Safety

- Corridors must be a minimum of 36 inches wide.
- Garage-to-dwelling doors must be self-closing, self-latching, and fire rated or 1-3/8" solid-core.
- Fire extinguisher(s) per California Fire Code, Title 19, and LACoFD