



THE CITY OF **Miramar** FLORIDA

REQUEST FOR RESIDENTIAL CARE FACILITY

CATEGORY I

Residential Care Facility (Six Beds and under) in the City of Miramar, the following requirements must be met in the following order:

1. Obtain site selection approval from the Miramar Community Development Division. (954) 602-3239

The following is required:

- a. Proof of Ownership (example: copy of current deed)
- b. A copy of a completed State of Florida application including the Local Zoning Form.
- c. A listing of the pending and licensed community residential homes within the jurisdictional limits of the City of Miramar. (Adjacent Cities are required if the facility is located within 1000' of the City Boundary). This information must be dated no more than 14 days from the application and include complete listing from all State agencies licensing Community Residential Homes. These agencies include: The Department of Elder Affairs, the Agency for Persons with Disabilities, the Department of Juvenile Justice, the Agency for Health Care Administration and the Department of Children and Family Services. Please find Residential Care Facility Maps at:

<http://www.ci.miramar.fl.us/development/GIS/maps/ResidentialCareFacilityBook6.pdf>

2. Obtain required Building Permits from the Miramar Building Division. (954)602-3211

According to the Florida Building Code a Change of Occupancy is required. Housing an unrelated person changes the use of a single-family residence use to a "Board and Care Facility" use. This will require a building permit (which shall be obtained by a State licensed general contractor after review and approval of submitted plans) from the Building Division.

Some of the modifications to convert a single-family residence to a "Residential Board & Care Facility" include:

- The structure shall be protected throughout by an approved, automatic fire sprinkler system using quick response or residential sprinklers.
- The fire sprinkler system is required to have electrical supervision (Central station monitoring).
- A fire alarm system shall be installed, including smoke detectors and manual pull boxes.
- Restrooms shall comply with ADA (Americans with Disabilities Act) requirements.
- Doors shall be a minimum 32 inches clear width and allow for emergency exiting of clients confined in wheelchairs or beds.

3. Obtain an Operating License from the Business Tax Office. (954) 602-3040

4. At the time of home occupancy, the sponsoring agency (owner of the home) must notify the City of Miramar that the home is licensed by the licensing agency. (FSS 419.001)