# New Community Living Facility (CLF) Inspection Requirements

**Community Risk Reduction Division**
**2300N. Jog Rd. Suite#1E40**
**West Palm Beach, FL 33411**

Prior to requesting a fire inspection for a Community Living Facility, a determination needs to be made on the minimum requirements for the facility. In order to determine these requirements, please provide a notarized letter on company letterhead addressed to *"Fire Plan Review, Community Risk Reduction Division"* answering ALL twelve of the below questions.

1. Name of the business
2. Physical address of the facility
3. Contact information for the owner to include email, phone number, and billing address
4. Identify the type of CLF (i.e. group home, adult family care home, residential facility, sober home, adult living facility, foster home, etc.)
5. Include the name of the agency that is issuing your business license
6. Include the maximum number of licensed and/or permitted clients at this location
7. Identify the evacuation capability of the clients onsite (i.e. slow, impractical, or prompt)
8. Include Life Safety floor plan by an architect to include walls, doors, and windows, and total square footage of the facility. ( Please label every room even if only used for storage)
9. Indicate the type of care to be provided (i.e. personal care, level of care, nursing, medication administration, meals, etc.)
10. Indicate any special needs of residents (i.e. wheelchairs, dementia, blind, etc.)
11. Indicate age range of residents
12. Indicate the length of time in which the clients will be cared for (i.e. transient, permanent, drop-off and pick up, 24 hour care, etc.)

Please email the letter to Fire-CLF@pbcgov.org. Upon receipt and review of the completed letter, a detailed response will be provided outlining the minimum fire and life safety requirements based on the information provided. When all fire and life safety requirements have been met, the final inspection may be scheduled by calling (561) 233-0050.

*For more information on Fire Safety click here*  **CRRD**