

City of Oberlin Fire Department

ADDITIONAL INSTRUCTIONS FOR TEMPORARY SHELTERS

SPECIAL USE PERMIT

A Special Use Permit is required to provide temporary shelter to homeless persons in any legal building. You should understand and follow the instructions on the following pages if you are proposing to provide a temporary shelter.

1. **Duration of Use.** Facilities may be used as temporary shelter for a period of time not to exceed 7 consecutive days during a 30-day period and a maximum of 35 days in any calendar year. Facilities may provide temporary overnight shelter to no more than 15 persons in one 24 hour period.
2. **Limitations on Existing Buildings.** All persons receiving temporary shelter shall sleep and eat within the building. No person shall eat or be housed in tents, lean-tos or other temporary facilities. No building or structure shall be erected, enlarged or modified for temporary shelter without an approved permit as required by the Ohio Building Code.
3. **Conformance with Local and State Laws.** A facility providing temporary shelter to homeless persons must be operated in conformance with all local and State laws. The City will conduct safety inspections to ensure that:
 - a. The number of persons sheltered in a facility does not exceed the maximum square footage and occupancy standards contained in the Ohio Building Code; and,
 - b. The facility has adequate egress and fire detection systems for life safety.
4. **Completed Application Forms.** A separate application shall be filed for each site. Each application must be signed by one of the following:
 - (1) All owners of the real property included in the site;
 - (2) A person having lawful power of attorney therefore.
5. **Description of Subject Property.** A description of the property is required which encompasses the property, listing the address and parcel number of the property. A simple drawing of the proposed area of the building must be submitted with the application.
6. **Building Plans.** There are two options to obtain Occupancy and Use approval under the Ohio Building Code. (Select one)

Option A. **Change of Use:** Owner may request a one-time application for change of use by submitting construction documents with application in an existing building involving no new construction or additional square footage. This includes: **Four** copies of drawings and information showing: Description of building and address; Clearly outline the building and area where shelter activities will occur; Determination of compliance with change in occupancy/use as delineated in the Ohio Building Code, including: means of egress, sanitary facilities, light and ventilation features, Fire resistance rating of building, fire protection features, and cooking facilities.

Option B. **Time-limited occupancy:** Ohio Building Code section 110.1.5 permits an alternative building use for a specific time limit provided there are no pending building violations and, after inspection, the proposed use is not deemed to endanger public safety or welfare. Upon written request of the owner, the building official may approve use for an alternative purpose on a temporary basis including compliance with all special conditions. Owner must submit a written request using Form A for each intended period of use. Certificate of occupancy will be valid only for that specific period.
7. **Fees.** An annual application fee of \$50 is required for the Special Use Permit and building code review applications (fee required). Permit fees may be waived in accordance with City codes.
8. **Management Plan.** A Special Use Permit application for temporary shelter in facilities must contain a management plan which describes the physical and operational characteristics of the proposed use.

APPLICATION PROCESS:

Fire Prevention:

- Checks the application for completeness.
- Logs in application and collects application fees.
- Reviews application in accordance with section 105 of the fire code and with other City departments and obtains any pertinent information or approvals.
- Conducts a field inspection.

Building Official:

- Complete application or written request to Building Department.
- Reviews application for change of use (fee required) or time-limited occupancy for compliance with Ohio Building Code.
- Denial of certificate may be appealed to Building Code Board of Appeals.

Fire Chief:

- Reviews and approves, conditionally approves, or denies the requested application.
- An approval, conditional approval, or denial of the permit may be appealed to the Fire Code Appeals Board within ten (10) days of the decision.



CITY OF OBERLIN
 Fire Department
 430 South Main Street
 Oberlin, OH 44074
 (440) 774-3211 fax (440) 774-7809
 Website: www.oberlin-fire.com

**SPECIAL USE PERMIT APPLICATION
 (TEMPORARY SHELTERS)**

**TO BE COMPLETED BY APPLICANT
 (Please print or type)**

Pursuant to the provisions of Section IFC 105.6.80 of the City of Oberlin Fire Prevention Code, application is made to request a Special Use Permit for Temporary Shelter for homeless persons.

APPLICATION TYPE: Initial Application Permit Renewal

FOR THE PROPERTY LOCATED AT:

PARCEL NUMBER:

DESCRIPTION OF PROPERTY:

EXISTING PROPERTY USE:

PROPOSED PROPERTY USE:

CONTACT PERSON

PRINT NAME

ADDRESS

CITY

STATE

ZIP

DAYTIME PHONE #

FAX #

EMAIL ADDRESS

TO BE COMPLETED BY CITY

DATE RECEIVED

APPROVED BY BUILDING DEPT

APPROVED BY PLANNING

APPLICATION FEES:

PERMIT FEE \$ _____

BLDG CODE FEE \$ _____

FEES PAID:

PERMIT NUMBER

FD#

DATE ISSUED

AGENT

TEMPORARY SHELTER MANAGEMENT PLAN

A Special Use Permit application for temporary overnight shelter in facilities must contain a management plan which describes the physical and operational characteristics of the proposed use. Answers to the following questions constitute such a management plan. You may attach additional sheets if necessary.

Duration of Use

- YES NO Will facilities be used as temporary overnight shelter for homeless persons for a maximum of 35 days in any calendar year?
- YES NO Will facilities provide temporary overnight shelter to homeless persons to no more than 15 persons in one 24-hour period?

Client Selection

How are clients selected for the shelter program? _____

What is your target group of clients? _____

What are the criteria to screen clients? _____

- YES NO Are clients required to sign a contract prior to acceptance into the program?

Client Supervision

Who will operate the shelter program? Name _____
Phone _____

Who will supervise the shelter program? Name _____
Phone _____

How will clients who are denied access to the shelter be escorted from the premises? _____

How are clients transported to/from the site: _____

Building Approval

- YES NO Option A: Building plans have been submitted to the building official for a change of use? (Required for initial application and renewal only if changes to building use.)
- YES NO Option B: Will the owner submit a written request for time-limited occupancy for each period? (Attach simple floor plan drawing for area of building proposed for use)
- YES NO Will shelter activities be located in tents, lean-tos, or other temporary structures?

What activities will be provided on site for guests' use: Sleeping Eating Cooking Laundry

Shelter Operation

- YES NO Smoking shall be strictly prohibited in any portion of the building. Legible "No Smoking" signs shall be posted throughout all areas of the building in which "guests" stay.
- YES NO Candles shall be strictly prohibited, except where allowable in accordance with the Oberlin Fire Prevention Code.
- YES NO An approved fire alarm system shall be located and operational in all areas where "guests" are sleeping. The fire alarm system shall be in operation at all times the "guests" are staying in building.
- YES NO Emergency evacuation plan shall be developed and routes shall be posted from all areas of the building in which any person participating in the program has access.

- YES NO No portable cooking or unapproved heating equipment shall be allowed in the building.
- YES NO Portable fire extinguishers must be present and accessible to all persons involved in the program, in all areas in use by the program people.
- YES NO There shall be two (2) approved means of egress from any area or rooms that the program "guest" are staying overnight in the building.
- YES NO "Guests" overnight stays shall be limited between the hours of 5:00 p.m. and 9:00 a.m. There shall be no stays longer than consecutive 7 days.
- YES NO All persons acting as supervisors to the "guests" shall be trained in the procedures to follow in the event of a fire in that facility.
- YES NO At least one person supervising the "guests" shall be awake and oriented between the hours of the presence of the "guests;" 5:00 p.m. to 9:00 a.m.
- YES NO An operational telephone system shall be immediately accessible to any occupant of the building at all times during the program in the event of an emergency.
- YES NO The Fire Department shall be notified of the presence of these "guests" a minimum of two (2) weeks prior to commencement of the event.
- YES NO The Fire Department shall conduct an inspection of the facility prior to the event commencing to ensure that all life safety systems and procedures are in place for the program. Any life safety features that are not functional at the time of the inspection shall be corrected prior to the commencement of the program. Failure to correct the problems will result in the revocation of the special use permit.

Documentation of Evacuation and Emergency Training

Persons acting as "supervisors" of "overnight guests" at locations that house these persons for this program shall be trained in, but not limited to, the following minimal actions for emergency response:

- YES NO Know the location of evacuation routes, including two means of egress from all "sleeping areas" in the building.
- YES NO Location of the "accountability points" outside the building in case of a fire.
- YES NO Location of and training in the use of portable fire extinguishers.
- YES NO Location of and access to telephones for emergencies of any type.
- YES NO Knowledge of the stipulations placed in the variance for the program to continue. (i.e., fire department being notified, no portable cooking equipment, no smoking, etc.)

SIGNATURE OF OWNER REQUIRED *

The undersigned hereby declares (1) the information provided herein is true and correct; (2) the City may enter the property from time to time for purposes of inspection of the use subject to the Special Use Permit, and (3) a description of subject property is attached hereto and made a part thereof by reference.

| | | | | |
|-----------------------|------|------------------|-----|--|
| PRINT NAME OF OWNER | | DAYTIME PHONE #: | | |
| ADDRESS | CITY | STATE | ZIP | |
| SIGNATURE <i>X</i> | | DATE | | |

FORM A
REQUEST FOR TIME-LIMITED OCCUPANCY CERTIFICATE

FROM: _____

DATE: _____

TO: City of Oberlin Building Department
69 South Main Street
Oberlin OH 44074

Please accept this request for a time-limited Certificate of Occupancy for the above location for the purpose of conducting a temporary homeless shelter.

This operation will commence on _____ and conclude on _____.

In conjunction with this request, we attest that:

- YES NO The maximum number of occupants for this time frame will not exceed 15 guests (not including shelter volunteers)
- YES NO A valid fire code permit has been obtained for this special use and location.
- YES NO All provisions delineated under the fire code have been satisfied.
- YES NO No structural changes have been made to the above building since last use.
- YES NO There are no pending violations of law or orders of the building department.
- YES NO Fire department has been notified and will perform an inspection prior to this use.

Thank you.

Signature (owner's representative)

Printed name

Title