

National Building Code Requirements

The following requirements are mandatory for day care homes:

- Interconnected smoke alarms in every bedroom, and one on each storey. The smoke alarm is to be installed within the hallway and remainder of storey (9.10.19.3.);
- Carbon monoxide alarms installed in every bedroom or within at least 5 metres of a bedroom (9.32.3.9.);
- Emergency lighting installed in hallways leading to exits (9.9.12.3);
- When there are 6 or more, but less than 10 persons receiving care, the application of Part 3 of the NBC applies if:
 - the occupants are capable of self preservation; or
 - the building is sprinklered throughout.
- All bedroom windows to meet the minimum egress by providing an unobstructed opening of not less than 0.35m² in area and no dimension less than 380mm (9.9.10).

The above requirements are guidelines only. Additional requirements may be considered on a case-by-case basis and the condition of the building.



Planning & Development Services

City of Prince Albert
1084 Central Avenue

P: 306-953-4370

OFFICE HOURS

8:00 a.m. — 4:45 p.m.
Monday to Friday

www.citypa.ca

This brochure has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact Planning and Development Services for assistance, as the City of Prince Albert accepts no responsibility to persons relying solely on this information.

Establishing Your Day Care Home

What you need to know before you establish a day care home or facility

Planning and Development Services

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Day Care Home Requirements

Day care homes in Prince Albert are considered either “Private Day Care Home”, “Residential Day Care Home”, or “Residential Day Care Facility”.

Private Day Care Homes provide care during the day for up to and including 5 persons within a dwelling unit, exclusive of receiving family, who require personal service, supervision, or assistance essential for sustaining the activities of daily living without the provision of overnight accommodation. The following requirements apply to Private Day Care Homes:

- A Permitted Use in all residential, commercial and institutional zoning districts. A Development Permit Application is required along with the \$200 application fee.
- Not permitted in the same dwelling unit as a Home Based Business, Secondary Suite, or on a site with a Garage Suite.
- Must provide proof that the home has received Provincial and Public Health approvals.

Residential Day Care Homes provide care during the day for up to and including 9 persons within a dwelling unit, exclusive of receiving family and staff, who require personal service, supervision, or assistance essential for sustaining the activities of daily living without the provision of overnight accommodation. The following requirements apply to Residential Day Care Homes:

- A Discretionary Use (Council) in all residential zoning districts and RMU zoning district. A Development Permit Application is required along with the \$500 application fee.
- Not permitted in the same dwelling unit as a Home Based Business, Secondary Suite, or on a site with a Garage Suite.
- Must provide proof that the home has received Provincial and Public Health approvals.

Residential Day Care Facilities provide care during the day for people who require personal service, supervision, or assistance essential for sustaining the activities of daily living without the provision of overnight accommodation. The following requirements apply to Residential Day Care Facilities:

- A Discretionary (Council) Use in all residential, commercial and institutional zoning districts. A Development Permit Application is required along with the \$500 application fee.
- Not permitted in a dwelling unit.
- Must provide proof that the home has received Provincial and Public Health approvals.

Pre-Application Meeting

Before you start, we encourage you to set up a pre-application meeting with Planning and Development Services. Please be prepared to discuss:

- Whether you have spoken with the appropriate ministry about the necessary license(s);
- The number of people you expect to have in your care and their ages;
- The number of members in the “receiving family”; and
- The number of employees you expect to have.

City administration will provide you with a general assessment of what is required to have a day care home approved and the anticipated timelines.

Permit Applications

Development Permit: Each care home must apply for a development permit which includes an internal departmental review of the application.

Internal Review: An internal review of the development permit will be conducted by City departments to ensure compliance with City Bylaws and regulations.

City Council Consideration: For Residential Care Homes and Residential Care Facilities, the development permit application is forwarded to City Council for consideration. This process typically takes 4 to 8 weeks.

Building Permit: If approved, the applicant must apply for a building permit. This will require an inspection during construction and periodically thereafter for fire and building code compliance. This is to ensure proper safety standards are met and maintained.

Business License: Once the above have been completed, the Business License will be issued, if required.

