



**BEXAR COUNTY FIRE MARSHAL  
AND EMERGENCY MANAGEMENT OFFICE**

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**BOARDING HOME  
CHECKLIST**

In accordance with Commissioners Court Order Adopting Regulations for the Permitting and Inspection of Boarding Home Facilities in Unincorporated Bexar County pursuant to Chapter 260 of the Texas Health and Safety Code and published Texas Boarding House Model Standards, boarding home facilities are required to obtain a valid permit issued by the Fire Marshal's Office.

*A Boarding Home Facility is defined as an establishment that:*

- a. *Furnishes lodging to three or more persons with disabilities or elderly persons who are unrelated to the owner or operator of the establishment by blood or marriage; and*
- b. *Provides community meals, light housework, meal preparation, grocery shopping, money management, laundry services, or assistance with self-administered medication but does not provide personal care services as defined in Section 247.002 of the Texas Health and Safety Code to those persons.*

**Boarding Home facilities located in the unincorporated areas of Bexar County shall meet, but are not limited to, the following State and Local requirements:**

1.	A Fire Sprinkler System is required throughout facility. <ul style="list-style-type: none"> <li>• Minimum type accepted will be an NFPA 13D to include:           <ul style="list-style-type: none"> <li>○ 30 minute water supply;</li> <li>○ Fire Department Connections located at the front of structure;</li> <li>○ Flow switch monitored at a remote location;</li> <li>○ Attic protection may be required depending on use.</li> </ul> </li> </ul>
2.	The Fire Alarm System requirement may be <u>exempt</u> if the Fire Sprinkler System is: <ul style="list-style-type: none"> <li>• Installed in accordance with 2015 IFC Section 903.3.1.1 or 903.3.1.2;</li> <li>• Notification appliances will activate upon sprinkler water flow; and</li> <li>• Not less than one manual fire alarm box is installed at an approved location.</li> </ul>
3.	Smoke alarms are required to be: <ul style="list-style-type: none"> <li>• Hardwired and interconnected with each other;</li> <li>• Installed in every bedroom, in hallway outside of bedrooms, and on each level.</li> </ul>
4.	Commercial and Domestic Cooking appliances must be protected by a properly classified Vent Hood <u>and</u> Automatic Fire Extinguishing System.
5.	Mobile homes are <b>prohibited</b> from being used as a boarding home.
6.	At minimum, one 3A40BC fire extinguisher will be required. <ul style="list-style-type: none"> <li>• The number and location of fire extinguisher will be dependent on size and layout of facility.</li> </ul>

7.	Physical address is required to be posted and: <ul style="list-style-type: none"> <li>• Visible from street or road fronting the property;</li> <li>• Numbers must be a minimum of 4" high x 1/2" wide; and</li> <li>• In contrast with background.</li> </ul>
8.	A minimum of two exit doors are required and must: <ul style="list-style-type: none"> <li>• Be side-hinged;</li> <li>• Swing in the direction of exit travel;</li> <li>• Be equipped with panic hardware when occupant loads exceed 50;</li> <li>• Have a proper landing on the exterior;</li> <li>• Not be equipped with double-keyed deadbolts or locks/latches requiring special knowledge or effort to operate;</li> <li>• Not have hardware that is tight gasping/pinching or twist of the wrist to operate.</li> </ul>
9.	Illuminated exit signs are required and: <ul style="list-style-type: none"> <li>• Must be hardwired to the electrical system;</li> <li>• Must be equipped with battery back-up</li> </ul>
10.	Emergency lighting is required at or near each exit in the event of power failure and: <ul style="list-style-type: none"> <li>• Must be hardwired to the electrical system;</li> <li>• Must be equipped with battery back-up;</li> </ul>
11.	Bathroom facilities to include a toilet, sink, & tub/shower are required to be: <ul style="list-style-type: none"> <li>• Available at a ratio of one full bath for every <b>six</b> (6) residents;</li> <li>• Available on every floor;</li> <li>• Accessible to residents without going outside or through another resident bedroom.</li> </ul>
12.	Laundry facilities, to include a washer and dryer, are required to be provided: <ul style="list-style-type: none"> <li>• For every <b>ten</b> (10) residents;</li> <li>• Located in a utility room/area that is not in the kitchen area;</li> <li>• Properly vented to the outside.</li> </ul>
13.	Facility must provide a sitting/communal/recreation room for residents.
14.	Kitchens are required to be not less than 60 square feet.
15.	Dining Rooms are required to be not less than 70 square feet.
16.	Kitchens with dining rooms attached are required to be not less than 100 square feet.
17.	Annual health inspections are required and must be posted at all times.
18.	Every facility and each staff member preparing meals must hold a valid food-handling permit.
19.	Bedrooms with a single occupant are required to provide not less than 70 square feet per resident.
20.	Bedrooms with multiple occupants are required to provide not less than 60 square feet per resident.
21.	Every bedroom must have a closet for hanging clothes and drawers available for other clothing and personal items.
22.	Windows are required in each habitable space and: <ul style="list-style-type: none"> <li>• Equipped with screens,</li> <li>• Equipped with a locking device accessible from the inside,</li> </ul>

	<ul style="list-style-type: none"> <li>Placed not more than 44 inches above the floor; and</li> <li>Not equipped with burglar/security bars.</li> </ul>
23.	<p>Electrical outlets/devices/cords must be in good condition.</p> <ul style="list-style-type: none"> <li>Junction box and electrical outlet cover plates must be in place;</li> <li>Spliced or exposed wiring is prohibited;</li> <li>Extension cords and multi-plug adapters are prohibited;</li> <li>Electrical outlets within 6 feet of a water source must be equipped with a GFCI.</li> </ul>
24.	A telephone must be easily accessible and available to residents 24 hours per day.
25.	A first aid kit as recommended by the American Red Cross must be available in facility.
26.	Carbon monoxide detectors are required when gas is available in the structure.
27.	All resident's medication must be stored in a locked area.
28.	Criminal background checks are required on boarding home operators, staff members, and volunteers. The offenses listed under Bexar County Boarding Home Regulations Subsections 20.03 will disqualify an owner/operator from obtaining a permit and will serve as a bar to being employed by a boarding home facility.
29.	Boarding home owner/operator is required to complete a medical assessment on all residents annually to ensure resident is capable of self-administering medication and can complete basic elements of personal care.
30.	Each boarding home owner/operator, staff, and volunteers are subject to training listed in the Bexar County Boarding Home Regulations Subsections 19.01 & 19.02.
<p><i>The Boarding Home Permit Application packet may be found at <a href="http://www.bexar.org/643/Permits-Applications">http://www.bexar.org/643/Permits-Applications</a></i></p>	

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