



COUNTY OF BEXAR



MOST FREQUENTLY ASKED QUESTIONS

REGULATIONS FOR THE PERMITTING, INSPECTION, AND OPERATION OF BOARDING HOME FACILITIES

Effective October 1, 2014, Bexar County Commissioners Court adopted an Order regulating the permitting and inspection of boarding home facilities in unincorporated Bexar County. These new regulations will be enforced by the Bexar County Fire Marshal's Office (FMO).

A "**Boarding home facility**" is defined as an establishment that:

- furnishes, in one or more buildings, lodging to three or more persons with disabilities or elderly persons who are unrelated to the owner of the establishment by blood or marriage; and
- provides community meals, light housework, meal preparation, transportation, grocery shopping, money management, laundry services, or assistance with self-administration of medication
- Does not provide personal care services as to those persons.

Can boarding homes be in a manufactured/mobile home?

- No

What is required to start the permit process?

- The boarding home owner/operator must submit a permit application with all required supporting documents
- Pay the annual \$1,000 permit fee
- Schedule the initial fire & life safety inspection

How do the new Regulations affect existing boarding homes vs. new boarding homes?

- If the boarding home was in existence prior to October 1, 2014, reasonable time will be given to bring the boarding home into compliance with the fire protection systems required.
 - Fire & Life Safety inspections will continue to be required during this time
- New boarding homes will be required to pass all inspections and have all fire protection systems in place prior to being issued a Certificate of Compliance.

What are the Fire Protection System Requirements?

- Automatic Fire Sprinklers
- Residential Vent Hood Extinguishing System

- Arc-Fault Circuit Interrupters (AFCI)
- Interconnected smoke alarms and carbon monoxide detectors
- Fire Extinguishers
- Fire Evacuation Plans

What are the Health & Safety Requirements?

- Annual Health Inspections
- Facility must obtain a Food Permit
- Staff preparing meals must have a Food Handler Certification
- Overcrowding Limits are as follows:
 - 70 sq ft of floor space per sleeping room for single occupancy rooms
 - 60 sq ft of floor space per sleeping room for multiple occupancy rooms
- Bathrooms, to include a toilet, shower, & sink must be provided for every 6 residents
- A washer & dryer set must be provided for every 10 residents
- First Aid Kit

What are some of the responsibilities of boarding home operators?

- Perform annual medical assessments on all residents and submit copies to the FMO
- Provide on-site staff supervision anytime there are three or more residents in the home
- Provide initial and on-going training of employees
- Report & investigate injuries, abuse, neglect, and exploitation to the proper agencies
- Prepare a written occupant transfer strategy and procedure in the event residents must be relocated
- Allow access to law enforcement, emergency and fire personnel when responding to calls
- Establish employee policies and procedures to ensure resident health and safety
- Report any new employees and/or volunteers to the FMO for criminal background checks

For more information, go to:

<http://www.bexar.org/630/Fire-Marshal>