

**BUILDING INSPECTORS INSPECTION FORM FOR CHANGE OF OWNERSHIP/CONTINUED USE**

NAME OF OPERATION \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**BUILDING INSPECTOR'S CERTIFICATE**

1. For Change of Ownership and continued use, the areas in the building that are designated as the licensed space are required by the licensing agency to meet the North Carolina Rehabilitation Code. Does the building listed above, to the extent observable, meet the North Carolina Rehabilitation Code? Yes \_\_\_ No \_\_\_

2 a For any question answered "No" but meeting prior code, list item number and attach proof of prior code certification.

Item Number	Description	Prior Code Certification	
		Yes	No

b. For any question answered "No" that DOES NOT meet applicable prior code, list item number, explain the violation and whether equivalent protection for the safety of the children is provided:

Item Number	Description	Equivalent Protection	
		Yes	No

3 Are any of the above items of a life safety concern? Yes \_\_\_ No \_\_\_  
If yes, please list question numbers \_\_\_\_\_

4. In your opinion based on the items listed above where prior code certification is not available, do you recommend that Division of Child Development and Early Education allow time for correction of these items? Yes \_\_\_ No \_\_\_  
If yes, how long (30-60-90 days) and for which items? \_\_\_\_\_

5. Number of rooms approved for occupancy by children? \_\_\_\_\_  
**(Attach sketch of building with rooms identified)**

6. Specify any local zoning restriction: \_\_\_\_\_

Signature of Inspector \_\_\_\_\_/Date \_\_\_\_\_

Jurisdiction \_\_\_\_\_/Phone: \_\_\_\_\_

*Note: By signing above I acknowledge that I have seen and agree with all required prior code certification documentation.*

The Inspectors Certificate and Building Inspection Form is required to be completed in its entirety before the Division of Child Development and Early Education can consider the document complete. All questions must be answered; any **NO** answers must have a written explanation.

This form was developed through the cooperation of the Division of Child Development and Early Education and the Engineering Division of the Department of Insurance. Please note that the inspection forms do not cover all areas of the Code, but are intended to be used as a guide for the local inspector. If additional Code items which are not addressed on these forms are found to be in violation of the Code, please document them on the back of this form.

**Prepare in quadruplicate: Original and copy to DCDEE, 1 copy kept by inspector, 1 copy kept by operator.**

**CHILD CARE BUILDING INSPECTION FORM**

**SECTION A:** The following general questions should be answered for **BOTH** Educational and Institutional type occupancies.

**LIGHT & VENTILATION**

1. Is the total area of all windows in the child care room equal to or greater than 8% of the floor area or is artificial light provided? Yes \_\_\_\_\_ No \_\_\_\_\_
- 2.a Does the room have natural ventilation from a minimum amount of operable window or door area to the outside that would allow a clear opening that is equal to or greater than 4% or more of the floor area? (If **NO**, go to question 2b). Yes \_\_\_\_\_ No \_\_\_\_\_
- b Is space mechanically ventilated as required by North Carolina Mechanical Code? (N/A if an existing building) N/A \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**FIRE**

- 3.a What type of fire alarm system is being used? \_\_\_\_\_
- b. Does it meet the applicable code? Yes \_\_\_\_\_ No \_\_\_\_\_

**EXITS**

4. Are there at least 2 exits (doors, stairs, smoke proof towers, ramps, or horizontal exits) remote from each other on each floor or fire section of the building? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Is the exit capacity adequate? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Are all means of egress adequately illuminated at all times that the building is occupied? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Are the means of egress identified by readily visible exit signs when the exit or way to reach it is not immediately obvious to the occupants? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Is emergency power provided for centers with more than 300 occupants or for centers providing night care as required by the Building Code? N/A \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**CORRIDORS AND ACCESS TO EXITS**

9. Are all means of egress unobstructed without passing through a closet, storage area, kitchen, restroom, or other hazardous space? Yes \_\_\_\_\_ No \_\_\_\_\_
10. Are all exit corridors a minimum 1-hour fire resistance? (If yes, go to Question 12) (NA applies only if there are no corridors) N/A \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_
11. If corridors are not 1 hour fire rated, do all child care rooms, spaces, and areas have a direct level of discharge exit to the outside? Yes \_\_\_\_\_ No \_\_\_\_\_
12. a. Do all corridors, ramps, and passageways have a minimum 6 feet clear width in all areas serving as means of egress for capacity of 100 or more? (N/A if capacity is less than 100) N/A \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_
- b. Are all corridors, ramps, and passageways not less than 44" clear width in all areas serving as means of egress for capacity of less than 100? (N/A if capacity is more than 100) N/A \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_
13. Are all dead-end corridors no more than 20 feet in length? (N/A applies only if no dead-end occurs) N/A \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

14. Do all doors have a minimum clear opening width of 32" (min. door width of 36") in the following locations:
- a. between occupied rooms and required exits? Yes\_\_\_\_ No\_\_\_\_
  - b. exit doors leading to the exterior? Yes\_\_\_\_ No\_\_\_\_
15. Are all doors in the line of exit travel a swinging door (side hinged)? Yes\_\_\_\_ No\_\_\_\_
16. Do doors to rooms that accommodate more than 50 people swing in the direction of travel ? N/A\_\_\_\_ Yes\_\_\_\_ No\_\_\_\_  
(N/A applies if room accommodates less than 50 people)
- 17.a Do all required egress and exit doors have single motion, self-unlocking type handle, lever, push pad, or panic hardware? Yes\_\_\_\_ No\_\_\_\_
- b. If room accomdates 100 or more people, do all required egress and exit doors have push pads or panic hardware? N/A \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_

**STAIRS** (NOTE: If no stairs, interior or exterior, check N/A \_\_ and go to Question 22. If applicable, all questions must be answered)

- 18.a Are all stairs serving 50 or more occupants at least 44 inches in width? N/A\_\_\_\_ Yes\_\_\_\_ No\_\_\_\_
- b Are all stairs serving less than 50 occupants, at least 36" in width? N/A\_\_\_\_ Yes\_\_\_\_ No\_\_\_\_
19. Are all stairs with four or more steps provided with proper handrails and guardrails? Yes\_\_\_\_ No\_\_\_\_
20. Are all interior stairs enclosed with 1-hour rated walls and 1-hour rated "B" labeled doors that are at least 36" wide? Yes\_\_\_\_ No\_\_\_\_
21. Are the stair enclosure doors self-closing? Yes\_\_\_\_ No\_\_\_\_

**WALLS AND CEILINGS**

22. a. Are all wall and ceiling coverings throughout building non-combustible? (Use of untreated combustible fiber boards, wood, and other combustible fiber boards, wood and other combustible finishes is prohibited). Yes\_\_\_\_ No\_\_\_\_
- b. Do interior wall and ceiling finish materials meet the flame spread ratings as required by the Minimum Interior Finish Classification of the applicable code? Yes\_\_\_\_ No\_\_\_\_
23. Do ceilings in habitable rooms have a minimum of 7'-6" clear height? Yes\_\_\_\_ No\_\_\_\_

**HEATING SYSTEMS/MECHANICAL**

24. Is the building free of unvented fuel burning or portable electric space heaters? Yes\_\_\_\_ No\_\_\_\_
25. Have air conditioning, ventilation, heating, cooking, and other service equipment been inspected and approved by the appropriate inspectors? Yes\_\_\_\_ No\_\_\_\_  
Date Inspected \_\_\_\_\_
26. a. Is combustion and ventilation air for boiler or heater rooms taken directly from and discharged to the outside of the building? N/A\_\_\_\_ Yes\_\_\_\_ No\_\_\_\_  
(N/A if electric heat is installed)
- b. If inside air is used for fuel-burning appliance does it meet the requirements of Chapter 7 of the North Carolina Mechanical Code. N/A\_\_\_\_ Yes\_\_\_\_ No\_\_\_\_  
(N/A if inside air is not used)

**PLUMBING**

27. Does the number of waterclosets and lavatories comply with the Plumbing Code as determined by the appropriate inspector? N/A\_\_\_\_ Yes\_\_\_\_ No\_\_\_\_  
1 watercloset per 15\* children, 1 lavatory per 25 children  
**(\*18 children allowed in public school pre-k classrooms)**

**Maximum # of persons allowed by plumbing facilities?** \_\_\_\_\_ **Date Inspected** \_\_\_\_\_

**ELECTRICAL**

28. Do the visible and accessible portions of the electrical system comply with applicable sections of the Electrical Code as determined by the appropriate inspector? Yes\_\_\_\_ No\_\_\_\_  
Date Inspected \_\_\_\_\_

**MIXED AND MULTI-USE OCCUPANCIES**

29. Are all child care areas separated from adjacent occupancies in accordance with the requirement of mixed occupancies and the Occupancy Separation Requirements of the applicable code? (N/A if no mixed occupancies) N/A\_\_\_\_ Yes\_\_\_\_ No\_\_\_\_

30. Do all multi-use areas comply with the most restrictive applicable sections of the State Building Code for each intended use? N/A\_\_\_\_ Yes\_\_\_\_ No\_\_\_\_  
(N/A if no multi-use areas)  
(Multi-use is defined as an area which will be used for different functions at different times and not concurrent. Example: child care to fellowship hall.)

**ACCESSIBILITY CODES**

31. Does this building comply with applicable State Building Codes for access by persons with disabilities? Yes\_\_\_\_ No\_\_\_\_

**SECTION B:** The following questions should be answered only for **educational occupancy** in addition to the questions answered in Section A above.

32. Does the building comply with the Allowable Heights and Building Areas Table for Educational Occpancy? (If **NO**, go to Section C). Yes\_\_\_\_ No\_\_\_\_

33. a. Are all rooms, approved for use by children below grade 2, on the level of exit discharge? (If **NO** go to Section C) Yes\_\_\_\_ No\_\_\_\_

b. Are rooms used by children in grades 2 and higher no more than one story above the level of exit discharge? Yes\_\_\_\_ No\_\_\_\_

34. a. Do rooms used by children who are less than 2 ½ years have a direct exit to the outside? (N/A applies only if center does not serve children under 2 ½ yrs) N/A\_\_\_\_ Yes\_\_\_\_ No\_\_\_\_

b. Do rooms used by childen under 2 ½ years qualify as alcoves to adjacent spaces with direct exit to the outside? Yes\_\_\_\_ No\_\_\_\_

c. If the square footage of the child care area is >20,000 square feet, do all rooms for all children have direct exits? (N/A if sq. footage is < 20,000) N/A \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_  
(If **NO** to both a and b or c, go to Section C)

35. Are all rooms approved for use by children provided with an operable window which complies with Special Exit Requirements for Educational Occupancy? Yes\_\_\_\_ No\_\_\_\_  
(N/A if direct exit to outside)

36. Is the most remote point in every room occupied by children, including dining room, not more than 200 feet from the nearest exterior exit ? (non-sprinklered building) Yes\_\_\_\_ No\_\_\_\_

37. Are smoke detectors provided in the corridors in accordance with Automatic Fire Detection and NFPA72 for child care use? Yes\_\_\_\_ No\_\_\_\_

**SECTION C:** The following questions should be answered only for **institutional occupancy** in addition to the questions answered in Section A above.

38. Does the building comply with the Allowable Heights and Building Areas Table for Institutional Occupancy? Yes\_\_\_\_ No\_\_\_\_

**SECTION C cont.:**

39. Are smoke detectors provided in the corridors in accordance with Automatic Fire Detection and NFPA72? Yes\_\_\_\_\_ No\_\_\_\_\_
40. Does the building provide protection from hazardous areas as required by Special Institutional Occupancies, Group I Unrestrained Occupancies, Protection from Hazardous Areas? Yes\_\_\_\_\_ No\_\_\_\_\_
41. Does the building have an approved automatic sprinkler system in accordance with Special Institutional Occupancies Group I Unrestrained Occupancies? Yes\_\_\_\_\_ No\_\_\_\_\_
42. Is the most remote point in every room occupied by children, including the dining room, not more than 200 feet from the nearest exterior exit? Yes\_\_\_\_\_ No\_\_\_\_\_

For change of ownership/continued use inspections, questions answered "No" or "N/A" are allowable if the building met applicable code at the original time of licensure.