



**ARCADIA COMMUNITY DEVELOPMENT
DIVISION**
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ARCADIA FIRE DEPARTMENT
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Private School and Tutoring Center Requirements

ADMINISTRATIVE

The following clearances or approvals are required before a business license can be issued:

- a. Planning Services
 - A Conditional Use Permit is required for schools or educational facility/centers with a student to teacher ratio greater than one on one.
- b. Fire Department
- c. Building Services (if modifications to the structure requiring a permit and/or a change in building occupancy type are involved)

DEFINITION OF OCCUPANCY

The California Building Code (CBC) defines the use of a building, or a portion thereof, by more than six persons at any one time for educational purposes through the 12th grade as a Group E occupancy. Group E occupancies are subject to specific requirements of the CBC and California Fire Code (CFC). The number of persons in a building, or occupant load, is based on the area of the space being used, *not* by the applicant's statement of activity. The occupant load factor for classrooms is 20 square feet/person. For example, a one-on-one tutoring center occupying an 800 square feet space would have an occupant load of 40, be classified as a Group E occupancy, and would be subject to all requirements thereof. Private schools and tutoring centers with occupancy loads less than six persons would be classified as a Group B occupancy and would not be subject to the Group E requirements.

GROUP E OCCUPANCY REQUIREMENTS

A manual and automatic fire alarm system shall be installed in Group E occupancies with an occupant load of 50 or more persons or containing more than one classroom. Manual pull stations and smoke detection are not required in fully sprinklered buildings provided with full coverage notification devices. CFC 907.2.3, 907.2.3.8

Monthly drills shall be conducted on a monthly basis. A log recording the date of such drills shall be kept on the premises. CFC 405.2

Emergency evacuation plans shall be conspicuously posted in classroom and assembly areas. Title 19 CCR Sec. 3.13

Decorative materials shall be non-flammable or shall be treated by a State Fire Marshal licensed applicator. The certificate shall be on-site for review. Title 19 CCR Sec. 3.08

Storage shall not be permitted in boiler rooms, mechanical rooms, or electrical rooms. CFC 315.2.3

Address numbers shall be plainly visible and legible from the street or road fronting the property. CFC 505.1

Extension cords shall not be used as a substitute for permanent wiring. CFC 605.5

Provide one fire extinguisher, type 2A:10BC, for each 6000 square feet. Distance from any point to the nearest extinguisher shall not exceed 75 feet. CFC 906.1

All fire extinguishers shall be serviced annually by a State licensed contractor. CFC 906.2

A California State Fire Marshal tag shall appear on all fire extinguishers with the following service information: month, day, year last service, type service, licensed company's name. T19 CCR 596.1

Key operated locking devices are not permitted on exit doors. Only lever type or panic hardware shall be used. CFC 1008.1.9.3

School grounds may be fenced and the gates equipped with locks provided safe dispersal areas are located not less than 50 feet from buildings. Dispersal areas shall be sized to provide an area of not less than 3 square feet per occupant. CBC 442.3

Emergency exit lighting, with backup emergency power supply, shall be provided in corridors and stairways serving two exits or more. CBC 1006.3

Illuminated exit signs, internally or externally illuminated, shall be required at all exit doors from rooms requiring two exits and where otherwise necessary to clearly indicate the direction of egress. One of the lights providing illumination shall be provided by an emergency power supply. CBC 1011.1, 1011.5.3

In addition to normal height exit signs, low level exit signs shall be provided in rated corridors. Exception: Classrooms that directly exit to the exterior. CBC 1011.6