Adult Foster Care Facilities (AFC)

The Michigan Fire Prevention Code, PA207, along with the State Fire Safety Board have adopted fire safety rules for Adult Foster Care Facilities. These rules were promulgated in 2012 and adopt the 2006 Edition of the Life Safety Code published by NFPA. These Rules apply to homes with a resident capacity of 7-12 (small AFC) or 13-20 (large AFC).

Plan Review Requirements:

The rules require plan reviews to be conducted by the Bureau of Fire Services (BFS). Construction, additions, renovation or remodeling in these facilities requires that signed and sealed architectural drawings be submitted to BFS. Refer to Rule 104 of the Adult Foster Care Facilities for Plans and specification requirements. Refer to "Licensing Requirements" below for details on the required BCAL-1712 form which is required along with the plans. Plans can be submitted online through the Accela Citizen Portal or by using the BFS Application for Fire Safety Plan Examination.

Converting an Existing Building or Change of License Category:

Converting an existing building or changing licensing categories (example: changing from a licensed 1-6 bed group home to a 7-12 small AFC) requires a plan review as if the building were "NEW". A complete set of architectural drawings is required in order to review the existing facility as a newly licensed facility. The BFS Application for Fire Safety Plan Examination form shall include a Project Description stating – "Conversion of existing building to a new license" or "Changing License Category".

Change of Ownership

A change of ownership/licensee does not change the status of an existing facility to "new" if the new license application is made not later than 60 days of the previous license expiration date and the license category has not been changed. A change of ownership meeting this criteria does not require a BFS plan review.

Licensing Requirements: The Bureau of Fire Services only performs the fire safety portion for AFC's. The Bureau of Community and Health Systems (BCHS) is the main contact for licensing. Each AFC is assigned a licensing consultant that works with the owner to make sure all the license requirements are met. Plans submitted to BFS for review will require authorization from the BCHS licensing consultant. This authorization comes to BFS on the form BCAL-1712. Refer to the BCHS website for Fire Safety Approvals and Inspections.

BFS Tips for Submittals:

In order for AFC projects to proceed smoothly through this process it is important to communicate with the BCHS licensing consultant in order to get the BCAL-1712 form. The architect or engineer needs to provide a set of plans, a copy of the BFS application including a detailed description of the project and a copy of the BCAL-1712 form. It is important to remember to treat conversions of existing buildings or changing license categories as a "new" facility, requiring detailed drawings of the entire facility.