

# FAITH BASED TEMPORARY SHELTER PERMITS

## General Information

### ***What is a Faith Based Temporary Shelter Permit?***

A Faith Based Temporary Shelter Permit is a streamlined, ministerial permit process to allow religious facilities to provide shelter for homeless individuals and families on a temporary basis, as an accessory use.

### ***What is its purpose?***

The City of Fremont has declared a shelter crisis, which recognizes that a significant number of persons in the City of Fremont are without the ability to obtain shelter, resulting in a threat to their health and safety. The Faith Based Temporary Shelter Permit process was created to assist in addressing the ongoing shelter crisis, while assuring compatibility of shelter activities with surrounding uses and the safety of individuals and families seeking temporary shelter.

### ***How much does it cost?***

No fee is required for processing a Faith Based Temporary Shelter Permit application.

### ***What are the requirements for a Faith Based Temporary Shelter Permit?***

Fremont Municipal Code Section 18.190.155(e) states that a Faith Based Temporary Shelter Permit application shall be approved if the proposal meets the following performance standards:

- (1) Operation. Faith-based Temporary Shelters shall be operated as an ancillary use subordinate to or part of the principal use at an existing religious facility.
- (2) Proximity to Other Faith-Based Temporary Shelters or Emergency Shelters. Faith-based temporary shelters shall be located a minimum of 300 feet from any other faith-based temporary

shelter or emergency shelter operating during the same time period.

(3) Hours of Operation. Set hours for client intake and discharge shall be established for the faith-based temporary shelters with the approval of the faith-based temporary shelter permit.

(4) Maximum Number of Shelter Participants. No more than nine (9) persons shall reside at a faith-based temporary shelter at one time.

(5) On-Site Monitor. On-site personnel shall be present at all times.

(6) Life Safety and Security. All faith-based temporary shelters shall be in compliance with building and fire life-safety codes based on use, and shall conform with the minimum building and life safety standards for temporary homeless shelters adopted by the City of Fremont. See attached "Minimum Standards" and "Building and Life Safety Checklist" documents.

(7) Fire Department and Building Division Inspection. An inspection shall be performed by the fire department and building division to ensure required life safety systems and equipment is in working condition.

(8) Timeframe. Faith-based temporary shelters may operate up to six months total in one calendar year.

### ***What are the steps to receive a Faith Based Temporary Shelter Permit?***

(1) Informal consultation. Call (510) 494-4487 or email [bldinfo@fremont.gov](mailto:bldinfo@fremont.gov) to schedule an appointment with the Permit Center Manager for initial consultation regarding obtaining a Faith Based Temporary Shelter Permit.

(2) Prepare the application materials outlined in the attached Submittal Checklist.

(3) Call (510) 494-4487 or email [bldinfo@fremont.gov](mailto:bldinfo@fremont.gov) to schedule an appointment with the Permit Center Manager to submit an application. At this appointment, staff will review your application to ensure it contains sufficient information to process.

(4) Community Development Department staff will review your application to ensure compliance with the required performance standards and the City's minimum building and life safety standards for temporary shelters. The Permit Center Manager will serve as the "Team Lead" (primary point of contact) for your application.

(5) Building and Fire Inspection. The Permit Center Manager will assist in coordinating an inspection of the facility with Fire Department and Building Division staff. At the inspection, Building Division and Fire Department staff will confirm that the facility meets the City's minimum building and life safety standards to operate a Faith Based Temporary Shelter.

(6) If Building and Fire Inspections are approved, you will be issued an approval letter and a Temporary Certificate of Occupancy, and operation of the Faith Based Temporary Shelter may commence. Operation is required to be consistent with the application materials submitted.

***What materials do I submit?***

See the attached Submittal Checklist for a detailed list of materials and information which must be filed with your application.

***Can I get additional information?***

If you need additional information or if you have questions, please call (510) 494-4487 or email [bldinfo@fremont.gov](mailto:bldinfo@fremont.gov).



# FAITH BASED TEMPORARY SHELTER PERMITS (Applications)

**Purpose:** The purpose of Faith Based Temporary Shelter Permit is to provide a streamlined, ministerial permit process to allow religious facilities to provide shelter for homeless individuals and families on a temporary basis, as an accessory use. The permit will assure compatibility of shelter activities with surrounding uses and provide a safe place for individuals and families to obtain temporary shelter.

**Code Reference:** Fremont Municipal Code Chapter 18.190.155, Faith Based Temporary Shelter Permits.

I understand that my plan review may be delayed if required materials are missing from the submittal package.

\_\_\_\_\_

Project Applicant Date

### Submittal Requirements:

**NOTE:**

- Indicates an item which is always required.
- Indicates an item which may be required, depending on the project. The staff person who provides you this sheet will check (✓) the box if the item is required for your application.

- 1. A completed Planning Application Form.
- 2. Project Plans, including a site plan and floor plan which accurately depicts the location of the temporary shelter facility and areas to be used by shelter participants. The number of plans to be submitted with the application are:
  - a. Three (3) copies of plans, no larger than 11” x 17”, collated and folded to 8 1/2” x 11”.
  - b. One PDF copy of plans.
- 3. Three written copies, and one PDF copy, of a statement of proposed operation. The statement shall be prepared as a letter separate from the application forms. This statement shall include details regarding the operation of the temporary shelter, including how the proposal satisfies all of the following performance standards:

- (1) **Operation.** Faith-based temporary shelters shall be operated as an ancillary use subordinate to or part of the principal use at an existing religious facility.
- (2) **Proximity to Other Faith-Based Temporary Shelters or Emergency Shelters.** Faith-based temporary shelters shall be located a minimum of 300 feet from any other faith-based temporary shelter or emergency shelter operating during the same time period.
- (3) **Hours of Operation.** Set hours for client intake and discharge shall be established for the faith-based temporary shelters with the approval of the faith-based temporary shelter permit.
- (4) **Maximum Number of Shelter Participants.** No more than nine (9) persons shall reside at a faith-based temporary shelter at one time.
- (5) **On-Site Monitor.** On-site personnel shall be present at all times.
- (6) **Life Safety and Security.** All faith-based temporary shelters shall be in compliance with building and fire life-safety codes based on use, and shall conform with the minimum building and life safety standards for temporary homeless shelters adopted by the City of Fremont.
- (7) **Fire Department and Building Division Inspection.** An inspection shall be performed by the fire department and building division to ensure required life safety systems and equipment is in working condition.
- (8) **Timeframe.** Faith-based temporary shelters may operate up to six months total in one calendar year.

- 4. A completed “Fire and Life Safety Standards Checklist” form (attached).

**Incomplete Applications:** An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

**Fees:** No fees are required for the processing of a Faith Based Temporary Shelter Permit.

Requirements described on this sheet are subject to change. If you need additional information or clarification to prepare your submittal please contact the staff person who furnished you this sheet for further assistance.

Information sheet furnished by: \_\_\_\_\_ Phone: (510) 494- \_\_\_\_\_

for proposal: \_\_\_\_\_

## **MINIMUM BUILDING AND LIFE SAFETY STANDARDS FOR TEMPORARY HOMELESS SHELTERS**

1. Areas within a facility used for residential uses and functions shall be separated from any areas used for assembly or other nonresidential uses or functions by a 1-hour area separation if the residential area is sprinkled, or by a 2-hour separation if not sprinkled. A temporary exemption from this requirement may be granted by the Fire Marshal for an existing facility that does not pose an abnormal fire risk, exceeds requirements for the provisions of smoke and carbon monoxide detectors and fire extinguishers, provides adequate emergency egress, and when the facility will have staff on duty at all hours while residents are sleeping to provide a fire watch and to assist in the event of an evacuation.
2. For private facilities with an existing assembly occupancy, the maximum number of residents (occupants) shall be nine people, and not more than 10 percent of the area of the existing assembly occupancy shall be dedicated for use as emergency housing. Existing occupancy classifications with the same relative hazard rating may be considered on a case-by-case basis.
3. A minimum sleeping area shall be supplied of 70 square feet for the first occupant and 50 square feet for each additional occupant.
4. Smoke detectors shall be provided per manufacturer specifications and located in accordance with Section 907.2.11 of the California Fire Code. Additional smoke detectors shall be required if the building is partitioned in a manner that diminishes audibility. *Note: A single station 10-year battery operated smoke detector is acceptable.* Where buildings or structures used for emergency housing are equipped with fuel-burning appliances, carbon monoxide detectors shall be provided in accordance with Section 915 of the California Fire Code.
5. Any emergency housing facilities larger than 2,500 square feet shall be equipped with a manual fire alarm system capable of arousing sleeping occupants and notify others in accordance with Section 907.2.10.1 of the California Fire Code. This rule applies to buildings, structures, or groups of buildings or structures except for groups of buildings or structures determined by the Fire Marshal to have sufficient separation distances to allow each building or structure to function independently in the case of fire.
6. At least one 2A/10BC fire extinguisher shall be provided in the sleeping area, and the maximum travel distance between any area of the facility used by residents and a fire extinguisher shall be 75 feet.
7. Onsite toilet and shower facilities will be made available to residents and may be provided through portable exterior facilities if not otherwise available onsite.
8. There shall be at least one emergency egress door or window that leads directly from the sleeping area to the public way, which shall comply with Chapter 10 of the Building Code unless modified by Appendices N or X. If a window is used for emergency egress, it shall

have a clear opening of at least 5.7 square feet in size, including a clear width of at least 20 inches, and a clear height of at least 24 inches. The bottom of the window shall not be more than 44 inches above the floor.

9. Exits shall remain clear at all times, and exit distances are required to comply with the current Building and Fire Code requirements.
10. New buildings or structures used for emergency housing, including sleeping cabins, shall be located in accordance with the requirements of Table 602 and Section 705 of the California Building Code, based on their type of construction and fire-resistance ratings of the exterior walls; provided that if open spaces will remain unobstructed for the duration of the shelter crisis, fire separation distances may be measured to existing buildings on adjacent parcels rather than to interior lot lines.
11. New buildings or structures used for emergency housing, including sleeping cabins, shall be separated from each other and from other buildings on the same lot as set forth in Section 705.3 of the California Building Code. The Building Official and Fire Marshal may accept reasonable alternatives to these requirements provided reasonably equivalent building and life safety is achieved.
12. All buildings and structures used for emergency housing facilities shall be equipped with automatic fire sprinklers as required by Section 903.3 of the California Fire Code, provided that the Fire Marshal may grant exemptions from strict compliance with Section 903.3. A temporary exemption from this requirement may be granted by the Fire Marshal for an existing facility that does not pose any abnormal fire risk, exceeds requirements for the provisions of smoke and carbon monoxide detectors and fire extinguishers, provides adequate emergency egress, and when the facility will have staff on duty at all hours while residents are sleeping to provide a fire watch and to assist in the event of an evacuation.
13. The possession or storage of any flammable or combustible liquids or gasses in areas of any building or structure used for emergency housing shall not be permitted. Intact cigarette lighters and ordinary cleaning fluids and toiletries may be excepted. Combustible materials, including the possessions of occupants, users, and staff, shall not be stored in attics, underfloor spaces, or within other concealed spaces of those areas of any buildings or structures with sleeping accommodation used for emergency housing. The use of any type of open flame indoors is prohibited.
14. Fire Department access to buildings, structures, and premises shall be in accordance with Section 503, Appendix D and Section 504 of the California Fire Code.
15. An approved fire protection water supply complying with Section 507 of the California Fire Code, shall be provided for each structure, group of structures, or premises used for emergency housing.

16. Appropriate consideration should be made for accessibility, including by individuals who use wheel chairs or other mobility devices. Use in conjunction with a government sponsored or funded program shall require accessibility upgrades.
17. Site and operational plans shall be reviewed in advance by the Building, Planning, and Fire Departments, and a life safety survey shall be required prior to occupancy. All life safety measures must be addressed, as applicable to the applicant.



# FAITH BASED TEMPORARY SHELTER PERMITS (Fire and Life Safety Standards Checklist)

**Purpose:** This Checklist is intended to help applicants prepare a complete submittal for a Faith Based Temporary Shelter Permit.

**Code Reference:** Fremont Municipal Code Chapter 18.190.155, Faith Based Temporary Shelter Permits.

I understand that my plan review may be delayed if required materials are missing from the submittal package.	
_____	_____
Project Applicant	Date

Terms Used:

- **Site Plan:** A site plan is a drawing to scale, showing the property boundaries, building footprint(s), travelways, parking, paths, lighting, and basic landscaping and garden elements.
- **Floor Plan:** A floor plan is a drawing to scale, showing a view from above, of the relationships between rooms, spaces, traffic patterns, and other physical features at one level of a structure. Dimensions are usually drawn between the walls to specify room sizes and wall lengths.
- **Fire Watch:** “Fire watch” refers to the assignment of a person(s) who is physically and mentally capable of ensuring the safety of the homeless shelter participants (occupants). The person(s) assigned to Fire Watch shall remain within direct view and hearing of the sleeping quarters, shall remain awake and alert, and shall monitor those quarters at all times that those quarters are occupied. Due to the life safety necessity that the Fire Watch remain awake and alert while the homeless shelter participants sleep, the person(s) designated to Fire Watch shall not be one of the homeless shelter participants.
- **Operations Statement:** This statement describes the activity and daily functions for the temporary shelter. The Operations Statement shall include details regarding the operation of the temporary shelter, including how many persons will be housed on



the site, the specific period of operation (180 days or less), days and hours of operation, and the number of monitors that would be onsite. The statement shall also describe how the proposal satisfies all of the following performance standards:

- (1) **Operation.** Faith-based temporary shelters shall be operated as an ancillary use subordinate to or part of the principal use at an existing religious facility.
- (2) **Proximity to Other Faith-Based Temporary Shelters or Emergency Shelters.** Faith-based temporary shelters shall be located a minimum of 300 feet from any other faith-based temporary shelter or emergency shelter operating during the same time period.
- (3) **Hours of Operation.** Set hours for client intake and discharge shall be established for the faith-based temporary shelters with the approval of the faith-based temporary shelter permit.
- (4) **Maximum Number of Shelter Participants.** Up to nine (9) persons may reside at a faith-based temporary shelter at one time.
- (5) **On-Site Monitor.** On-site personnel shall be present at all times.
- (6) **Life Safety and Security.** All faith-based temporary shelters shall be in compliance with building and fire life-safety codes based on use, and shall conform with the minimum building and life safety standards for temporary homeless shelters adopted by the City of Fremont. See “Minimum Standards” and “Building and Life Safety Checklist” documents.
- (7) **Fire Department and Building Division Inspection.** An inspection shall be performed by the fire department and building division to ensure required life safety systems and equipment is in working condition.
- (8) **Timeframe.** Faith-based temporary shelters may operate up to six months total in one calendar year.

<p><b>Life Safety Measures</b></p> <p><i>Compliance with these measures must be demonstrated on plans and/or operations statement, as specified.</i></p>	<p><b>Must be Shown on:</b></p> <p>S = Site Plan F = Floor Plan</p>	<p><b>Must be Discussed in Operations Statement</b></p> <p>OS = Operations Statement</p>	<p><b><u>To Be Completed By Applicant</u></b></p> <p><i>Please confirm required measures are addressed before submittal.</i></p> <p>✓ = VERIFIED</p>	<p><b><u>- Staff Only -</u></b></p> <p><i>At Submittal Verification Meeting</i></p> <p>✓ = VERIFIED</p>	<p><b><u>- Staff Only -</u></b></p> <p><i>In-Field Staff Verification</i></p> <p>✓ = VERIFIED</p>
<p><b>1(a).</b> The proposed sleeping quarters have a fire sprinkler installed and there is a minimum 1-hour separation (e.g., fire-rated wall) from the other occupancy areas (such as worship/congregation areas or church offices).</p> <p>----- <b>OR</b> -----</p>	<p><b>F</b></p>				
<p><b>1(b).</b> The proposed sleeping quarters do <u>not</u> have a fire sprinkler installed, but there is a minimum 2-hour separation (e.g., fire-rated wall) from the other occupancy areas (such as worship/congregation areas or church offices).</p> <p>----- <b>OR</b> -----</p>	<p><b>F</b></p>				
<p><b>1(c).</b> A Fire Watch shall be implemented.</p>		<p><b>OS</b></p>			
<p><b>2(a).</b> The maximum number of residents (occupants) shall be nine people.</p>		<p><b>OS</b></p>			
<p><b>2(b).</b> Not more than 10 percent of the area of the existing assembly occupancy (e.g., church worship/congregation area) shall be dedicated for use as emergency housing.</p>	<p><b>F</b></p>				

<b>Life Safety Measures</b>  <i>Compliance with these measures must be demonstrated on plans and/or operations statement, as specified.</i>	<b>Must be Shown on:</b>  <b>S = Site Plan</b> <b>F = Floor Plan</b>	<b>Must be Discussed in Operations Statement</b>  <b>OS = Operations Statement</b>	<u><b>To Be Completed By Applicant</b></u>  <i>Please confirm required measures are addressed before submittal.</i>  <b>✓ = VERIFIED</b>	<u><i>- Staff Only -</i></u>  <i>At Submittal Verification Meeting</i>  <b>✓ = VERIFIED</b>	<u><i>- Staff Only -</i></u>  <i>In-Field Staff Verification</i>  <b>✓ = VERIFIED</b>
<b>3.</b> A minimum sleeping area of 70 square feet for the first occupant and 50 square feet for each additional occupant shall be provided. <i>Show dedicated area (per occupant) on Floor Plan.</i>	<b>F</b>				
<b>4.</b> Installation of a smoke detector(s) is required. The quantity is dependent upon type of device and coverage area.	<b>F</b>	<b>OS</b>			
<b>5.</b> Any temporary housing facility <u>larger than 2,500 square feet</u> shall be equipped with a manual fire alarm system capable of arousing sleeping occupants.  <i>(Write "N/A" if Not Applicable)</i>	<b>F</b>	<b>OS</b>			
<b>6.</b> At least one 2A/10BC fire extinguisher shall be provided in the sleeping area (and within 75 feet of any area of the facility used by residents).	<b>F</b>	<b>OS</b>			
<b>7.</b> Onsite toilet and shower facilities shall be made available to residents, and may be provided through portable exterior facilities if not otherwise available onsite.	<b>S, F</b>				

<b>Life Safety Measures</b>  <i>Compliance with these measures must be demonstrated on plans and/or operations statement, as specified.</i>	<b>Must be Shown on:</b>  <b>S = Site Plan</b> <b>F = Floor Plan</b>	<b>Must be Discussed in Operations Statement</b>  <b>OS = Operations Statement</b>	<u><b>To Be Completed By Applicant</b></u>  <i>Please confirm required measures are addressed before submittal.</i>  <b>✓ = VERIFIED</b>	<u><i>- Staff Only -</i></u>  <i>At Submittal Verification Meeting</i>  <b>✓ = VERIFIED</b>	<u><i>- Staff Only -</i></u>  <i>In-Field Staff Verification</i>  <b>✓ = VERIFIED</b>
<b>8.</b> There shall be at least one emergency egress door or window that leads directly from the sleeping area to the public way, which shall comply with Chapter 10 of the Building Code.	<b>S, F</b>				
<b>9(a).</b> Exits shall remain clear at all times	<b>F</b>	<b>OS</b>			
<b>9(b).</b> For sprinklered buildings, the exit distance (i.e., from sleeping area to building exit) shall be no more than 75 feet, unless multiple exits are provided.	<b>F</b>				
<b>9(c).</b> For non-sprinklered buildings, the exit distance (i.e., from sleeping area to building exit) shall be no more than 75 feet.	<b>F</b>				
<b>10.</b> <u>New buildings or structures</u> used for emergency housing, including sleeping cabins, shall be located in accordance with the requirements of Table 602 and Section 705 of the California Building Code, based on their type of construction and fire-resistance ratings of the exterior walls.  <i>(Write "N/A" if Not Applicable)</i>					

<b>Life Safety Measures</b>  <i>Compliance with these measures must be demonstrated on plans and/or operations statement, as specified.</i>	<b>Must be Shown on:</b>  <b>S = Site Plan</b> <b>F = Floor Plan</b>	<b>Must be Discussed in Operations Statement</b>  <b>OS = Operations Statement</b>	<u><b>To Be Completed By Applicant</b></u>  <i>Please confirm required measures are addressed before submittal.</i>  <b>✓ = VERIFIED</b>	<u><i>- Staff Only -</i></u>  <i>At Submittal Verification Meeting</i>  <b>✓ = VERIFIED</b>	<u><i>- Staff Only -</i></u>  <i>In-Field Staff Verification</i>  <b>✓ = VERIFIED</b>
<b>11.</b> <u>New buildings or structures</u> used for emergency housing, including sleeping cabins, shall be separated from each other and from other buildings on the same lot as set forth in Section 705.3 of the California Building Code.  <i>(Write "N/A" if Not Applicable)</i>					
<b>12(a).</b> All buildings and structures used for emergency housing facilities shall be equipped with automatic fire sprinklers  <p style="text-align: center;">----- <b>OR</b> -----</p>	<b>F</b>				
<b>12(b).</b> A Fire Watch shall be implemented.		<b>OS</b>			

<p><b>Life Safety Measures</b></p> <p><i>Compliance with these measures must be demonstrated on plans and/or operations statement, as specified.</i></p>	<p><b>Must be Shown on:</b></p> <p><b>S = Site Plan</b> <b>F = Floor Plan</b></p>	<p><b>Must be Discussed in Operations Statement</b></p> <p><b>OS = Operations Statement</b></p>	<p><b><u>To Be Completed By Applicant</u></b></p> <p><i>Please confirm required measures are addressed before submittal.</i></p> <p><b>✓ = VERIFIED</b></p>	<p><b><u>- Staff Only -</u></b></p> <p><i>At Submittal Verification Meeting</i></p> <p><b>✓ = VERIFIED</b></p>	<p><b><u>- Staff Only -</u></b></p> <p><i>In-Field Staff Verification</i></p> <p><b>✓ = VERIFIED</b></p>
<p><b>13.</b> The possession or storage of any flammable or combustible liquids or gasses in areas of any building or structure used for emergency housing shall not be permitted. Intact cigarette lighters and ordinary cleaning fluids and toiletries may be excepted. Combustible materials, including the possessions of occupants, users, and staff, shall not be stored in attics, underfloor spaces, or within other concealed spaces of those areas of any buildings or structures with sleeping accommodation used for emergency housing. The use of any type of open flame indoors is prohibited. Show any storage areas intended for use by shelter residents (occupants) on Site and Floor Plans.</p>	<p><b>S, F</b></p>	<p><b>OS</b></p>			

<b>Life Safety Measures</b>  <i>Compliance with these measures must be demonstrated on plans and/or operations statement, as specified.</i>	<b>Must be Shown on:</b>  <b>S = Site Plan</b> <b>F = Floor Plan</b>	<b>Must be Discussed in Operations Statement</b>  <b>OS = Operations Statement</b>	<u><b>To Be Completed By Applicant</b></u>  <i>Please confirm required measures are addressed before submittal.</i>  <b>✓ = VERIFIED</b>	<u><i>- Staff Only -</i></u>  <i>At Submittal Verification Meeting</i>  <b>✓ = VERIFIED</b>	<u><i>- Staff Only -</i></u>  <i>In-Field Staff Verification</i>  <b>✓ = VERIFIED</b>
<b>14.</b> Fire Department access roadways shall be a minimum of 20' clear width and meet Fire Department standards for surface type (asphalt or concrete), distance, weight loads (75,000lbs), turn radius 22.5 inside & 37.5 outside, grades (<15% maximum), and vertical clearance of 13' 6". Turnarounds shall be required for distances over 150 feet from public streets. When the most remote portion of the structure exceeds 150 feet from the fire department access roadway, then the fire department access roadway will be extended or the residence driveway will become a part of the access road. Other mitigations shall/may be required in addition to those listed.	<b>S</b>				
<b>15(a).</b> Indicate nearest public fire hydrant on Site Plan.	<b>S</b>	<b>OS</b>			
<b>15(b).</b> Indicate nearest private fire hydrants on Site Plan. <i>(Write "N/A" if Not Applicable)</i>	<b>S</b>	<b>OS</b>			
<b>16(a).</b> Access from the temporary shelter to the outside shall be provided through a door at least 36-inches in width.	<b>S, F</b>				

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<b>16(b).</b> Shelter shall be wheelchair accessible. This may require the provision of a ramp, if stairs are currently the only way to access the shelter, or an elevator or lift for shelters located on the second floor of a building.	<p style="text-align: center;"><b>S, F</b></p>				

Requirements included in this checklist are subject to change. If you need additional information or clarification to prepare your submittal please contact the staff person who furnished you this sheet for further assistance.

Information sheet furnished by: \_\_\_\_\_ Phone: (510) 494-\_\_\_\_\_

For proposal: \_\_\_\_\_