FLOOR PLAN REVIEW PROCESS AND PROGRAM PROPOSAL

Office of Licensing & Accreditation Child Care Licensing







This booklet will explain the proposal and floor plan review process to obtain a license to operate a child or a school-age care program in the State of South Dakota

OLA-116, Effective November 2026

South Dakota Department of Social Services



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Floor Plan Introduction

State law requires a child or school age care program to be licensed prior to operating, and the first step in the licensing process is consideration of the building. When an initial child or school age care license is requested, a floor plan review must first be conducted to ensure the building is safe. The following information is intended for programs not located in a school building; if your program is located in a school building, please request the appropriate information from the licensing specialist. Once the floor plans are approved, an inspection is completed.

Any time there are any proposed changes to the program, those changes need to be submitted for review before the changes are made to prevent extra costs. This includes but is not limited to moving or removing walls or exit doors, changes to fire protection systems, and using space in the building that was not previously approved.

A change in ownership will require a new floor plan review process, and it is recommended that the review process be completed before a change in ownership is finalized. If no changes to the floor plan will be made, the new applicant can sign and date the existing floor plan and complete the program proposal.

In starting this business venture, it is important to also become familiar with licensing rules and construction requirements before proceeding. You can access a copy of the current Administrative Rules of South Dakota 67:42:17 that are applicable to child care licensure at https://sdlegislature.gov/Rules/Administrative/67:42:17. The *Guide to Child Care Licensing Rules and Resources for Licensed Programs* provides additional clarification and resources and is available at https://dss.sd.gov/childcare/licensing/.

If your program will care for 21 or more children, you may also wish to review ARSD 61:15:05 Day Care Center Construction Requirements at https://sdlegislature.gov/Rules/Administrative/61:15:05 that include exit, fire alarm, sprinkler, extinguisher, heating, and other requirements. Construction requirements for centers caring for 20 or less children are available at https://sdlegislature.gov/Rules/Administrative/61:15:06.

Once the above information is received, information will be submitted for review to the State Fire Marshal's office. The Office of Licensing & Accreditation will determine the capacity for each room and overall capacity based on space available and number of restrooms accessible. The time frame for completion can depend largely on the number of plans submitted to the agency. Reviews requested at the end and beginning of the school year may take additional time as the volume is traditionally high.

After the Floor Plan Review process is complete, you will receive additional information on the next steps in the licensing process. These include the application, background checks, orientation training, and a monitoring visit to confirm compliance with licensing rules.

Contact the licensing specialist with any questions regarding the floor plan review and application process.

The Floor Plan

Floor plans for the entire building must include highlighted space to be used by the licensed program as well as square footage for each space utilized to determine capacity. If only using a portion of a building for child or school age care, *the plans for the entire building still need to be submitted* in order to determine where the child care space fits into the large scheme of the building and to determine exiting patterns.

There are certain requirements for the floor plan depending on the nature of your proposal.

For a proposed building that will be *new construction*:

☑ If the proposed space to be used is **4,000** square feet or more, the plans *must* be designed by an architect or engineer registered in South Dakota. The plans submitted for review need to be stamped by the architect or engineer.

Note: While building plans for a private home do not typically need to be designed by an architect, a home exceeding 4,000 sq. ft. that is being designed to include space for child care must have an architect design the plans.

For a proposed program that will be in an *existing* building:

☑ If the proposed building site to be used requires extensive renovation of the structure, electrical system, plumbing, and other mechanics of the building, blueprints are to be stamped by an architect or engineer registered in South Dakota.

For proposed modifications to a *previously approved building*:

☑ Three copies of the initial floor plan (unless digitally submitted) which corresponds with initial review letter results from the Department of Public Safety (Fire Marshal's office) and the Department of Health. (Contact your licensing specialist if you need previous review letters.)

☑ Three copies of the new floor plan (unless digitally submitted) showing modifications to be made at the program (if applicable). The new plans submitted should have changes outlined or in coloror labeled to clearly note the requested areas for approval.

For a proposed building that is *less than 4,000 square feet in area and not drawn by a professional*, see the checklist of required items in the Program Proposal and Specification Checklist.

☑ Following the instructions in the guide and the sample floor plans will help ensure a detailed and accurate description of the building structure's details. Please be sure to label each sheet of the floor plan and each picture with your program name and date. Programs should maintain a copy of all floor plans for their own records.

For proposed ownership change *in a previously approved building with no modifications*:

☑ The new owner can review the existing floor plans to ensure the existing building layout is reflected on the plans. After review, the new owner will sign and date the existing floor plans and complete the program proposal checklist.

For proposed ownership change *in a previously approved building with modifications*:

☑ New floor plans including all proposed modifications and the program proposal must be submitted for review.

Building Floor Plan and Specifications

For Child Care Centers and School Age Programs

Note: This information is intended to be <u>used as a guide</u> to know what information will be requested of each individual completing this process in the OLA MIS Provider Portal. This is <u>not</u> a document to fill out for submission.

Submission Information:

Will you be submitting floor plans through the portal? Yes/No (If no, then this will not be a required upload.)

Will you be mailing the floor plans to: Yes/No (If yes, then this will not be a required upload.)

Office of Licensing & Accreditation
Attn: Stacie Ugofsky
1501 South Highline Avenue; Suite 2E
Sioux Falls, SD 57110

Additional documents you may upload:

- Floor plan (Depends on the yes/no answer above)
- Pictures – optional

Program Information:

Name of proposed licensed program: _____

Type of licensure:

☐ Center licensed for 13 – 20 children

☐ Center licensed for 21 or more children

☐ School-age Care (school-age only)

Physical address of proposed licensed program: _____

Contact person:

Name: _____ Address: _____

City: _____ Zip Code: _____

Phone Number: _____ E-mail: _____

Type of Review Requested:

- ☐ New license and new construction
- ☐ New license in an existing building
- ☐ Expansion to an existing license
- ☐ Changes to approved space or room usage
- ☐ Ownership change with no changes to existing structure or usage of space
- ☐ Ownership change with changes to existing structure or usage of space

Expected operational date: _____

Program Operation:

Number of children you hope to serve?_____

If this is an expansion of an existing license, how many additional children do you hope to serve?
Describe changes to which rooms on the floor plan will now be used or no longer used. _____

_____

Ages of children to be served?_____

Days of the week and hours the licensed program will be in operation? _____

Are children separated by age groups or together in family setting? _____

Are there opportunities for outside play? ☐ Yes ☐ No
If yes, where?_____

Are meals provided? ☐ Yes ☐ No
If yes, are they prepared onsite or catered? _____

Name of the entity providing the catered meals, if applicable:_____

Building Proposed for Use:

Type of building (stand-alone structure; strip mall, church, etc.)? _____

Is the licensed program the only business in this building? ☐ Yes ☐ No
If no, list other types of businesses located there. _____

Is there more than one level to the building? ☐ Yes ☐ No If yes, how many? _____

What level of the building will the licensed program be located on? _____

Have the local city/county agencies approved the floor plans, if applicable? ☐ Yes ☐ No

The Floor Plan Drawing:

Floor plans- to include square footage and notation for each room to be licensed- must be submitted. Whether the floor plans are submitted digitally or in hard copy, it is essential the plans are neat and easy to read. The following checklist will indicate yes/no answers in the portal. This checklist is intended to assist you in preparing for completion of this process in the portal. Please ensure each detail outlined is present and visable on the floor plan to expeditiously complete a review:

- ☐ Each room in the building labeled by its current use (i.e., infant room, kitchen, restroom, storage, office).
- ☐ Each room used for play space should be labeled by number and current use (i.e., #1 playroom, #2 infant room, #3 school-age room, etc.). and provide the room's measurements not including permanent and stationary furniture and equipment.
  *Total capacity is based on 35 square feet per child of play space for a child care center 5 square feet per child of play space for a school age program.
- ☐ List any rooms used by children for only a portion of the day and not included in the overall capacity, i.e., gym, multi-purpose room, cafeteria._____
  *A written plan on the use of these rooms will be required.
- ☐ The location of outside and inside doorways and the direction that all doors open.
- ☐ The location of kitchen appliances including three-compartment sinks, handwashing sinks, dishwasher, stove, and refrigerator.
- ☐ The location of electrical outlets.
- ☐ The location of all exit signs, smoke detectors, and fire extinguishers.
- ☐ The location of other fire alarm components including the electrical panel, manual pull stations, horns and strobes.
  *A fire alarm system is required for any program licensed for 21 children or more.
- ☐ Location of toilets and sinks in the bathrooms.
  *Total capacity is based on restroom facilities - 1 bathroom hand sink and 1 toilet required for every 15 children. The toilets and hand sinks must be included in the same bathroom to be counted for capacity; a hand sink in a classroom cannot be counted in determining the capacity. Hand sinks for the diaper changing area must be in the same room or an unobstructed adjacent room. If there are large basin style sinks utilized, list the number of faucets in each sink.
- ☐ The location of the diaper changing area including an adjacent hand sink to be used.
  *This is required for any age children still in diapers.
- ☐ The location of the furnace, hot water heater, washer, and dryer, if applicable.
- ☐ The location of any outside porches, decks, stairways.
- ☐ Label the plan with directions (north, south, west, and east).
- ☐ Dimensions of the outdoor play area and its location.
  *Total capacity is based on 50 square feet of outdoor space per child

☐ Include a key of symbols to show the location of items such as smoke detectors, exit signs, toilets, hand sinks, changing tables, fire extinguishers, electrical outlets etc.

☐ The floor plans are signed and dated by the owner or individual responsible for the program.

Building Specifications:

These items will show in the portal for you to complete.

A. What are the wall coverings, i.e., sheetrock, plaster, wood paneling, etc.:

_____

*Wall covering must conform to the requirements for an E Occupancy found in Chapter 8 of the International Fire Code.

B. List the rating of the existing furnace (found on label): _____

C. Is there a 1-hour self-closing door on any room containing a boiler, hot water heater, or central heating plant? ☐ Yes ☐ No

D. List the height and spacing of railings on all decks, open-sided stairways, porches: _____

E. Do all outlets have self-closing covers or tamper resistant outlets? ☐ Yes ☐ No

F. Are the outlets within 6 feet of a water source, i.e., sink, toilet, tub, etc. ☐ Yes ☐ No If yes, is there a ground fault circuit interrupter (GFCI): ☐ Yes ☐ No

G. Is each closet door latch capable of being opened from the inside? ☐ Yes ☐ No

H. Do you have 2A rated fire extinguisher(s)? ☐ Yes ☐ No

Where are they located? _____

I. Is the kitchen stove vented to the outside (for facilities with 21 or more children)?

☐ Yes ☐ No

J. Is there a fenced playground? ☐ Yes ☐ No

*For school age programs, a fence may be required if hazards are present.

K. Does all door hardware allow the doors to open in only one motion even when the door is locked? ☐ Yes ☐ No

L. Do any doors have dead bolt locks on them? ☐ Yes ☐ No

*Deadbolts are not allowed for use on doors.

M. Does the program intend to utilize gates in doorways or corridors? ☐ Yes ☐ No

* If gates are utilized, they must have a minimum of a 32' opening for a classroom and 36" for a corridor. If a program serves 50 or more children, a gate is not allowed for use in a corridor. All gates must swing in the direction of egress and must be able to be opened with one hand or in one motion without any special knowledge.

N. Describe the type of exit signs in the facility: ☐ Internally illuminated ☐ Externally illuminated

O. Are the exit signs equipped with emergency backup power/illumination for a duration of at least 90 minutes or glow in the dark? ☐ Yes ☐ No

P. Describe the fire alarm system (battery operated smoke detectors, interconnected smoke detectors, pull stations, strobes, horns) and provide the alarm/smoke detector catalog specification sheets obtained from the local alarm company. The fire alarm plans must also include the individual responsible for the design and layout including qualifications or certification.

_____

***Fire alarm systems:**

- Facilities with 21 or more children are required to have a fire alarm system that is initiated by smoke detectors and pull stations. To determine compliance, you are required to submit a copy of the alarm specs or catalog sheets describing the system.
- Facilities with 20 children or less are required to have a fire alarm that is interconnected by the building wiring so when one alarm sounds, they all sound.

Q. Is the building equipped throughout with a fire sprinkler system? ☐ Yes ☐ No

R. Are there any appliances in the building that burn fossil fuels, i.e., propane, natural gas, fuel oil?

☐ Yes ☐ No

If yes, are there any carbon monoxide detectors located in the building? ☐ Yes ☐ No

If yes, note the location _____

S. List any plans to add or remove items not currently located in the building including changes to any of the specifications listed above: _____

Use of photographs can help describe some of the specifications listed above:

- The outside of the building – the building and the play area
- Kitchen - showing the stove, vent, sink(s), dishwasher, meal prep area, etc.
- A picture of the fire alarm, pull stations, smoke detectors, horns, strobes, and exit signs.

A complete set of plans and plan details will help ensure this process proceeds in a timely manner. Overlooking even seemingly minor details will delay the review process, impacting the time it will take before operation of the program can begin. Please ensure the following has been indicated for completion in the OLA MIS Provider Portal:

☐ The completed Building Floor Plan and Specifications Checklist completed in the portal.

☐ Digital floor plans or **three** sets of hard copy floor plans (if using an upper or lower level, include plans for the entire building). This is indicated in the portal to answer how you will submit. Digital plans will be uploaded in the portal.

☐ Fire alarm floor plans and specifications/manufacturer catalog sheets describing the fire alarm system uploaded into the portal.

- ☐ Plot Plan – this shows the property lines, other buildings, driveways, fences, walkways, etc. uploaded into the portal.

- ☐ Elevation Plan – if a basement or a second story is used for any part of the program, submit a drawing that shows the entire outside of the building to determine exiting patterns uploaded into the portal.

- ☐ If this is ***new*** construction, include detailed plans of the footings/foundation plan, wall sections, window and door schedules, roof section, electrical, mechanical, and plumbing plans.

  Contractors should be able to supply these types of drawings before construction begins.

All information can be electronically submitted or mailed to your local licensing specialist. Please **submit all information at one time**.

You will be required to sign and date your acknowledgement of submission in the OLA MIS portal. "I have completed the Building Floor Plan and Specifications Checklist and reviewed the floor plans and hereby declare and affirm that they are, to the best of my knowledge and belief, true and correct."

_____	_____
Signature of person completing this form	Date

Codes and Ordinances from Other Agencies

The rules developed by the Department of Social Services and the Fire Marshal's Office are not the only regulations that might apply to a proposed business. You and your architect, engineer, and/or contractor need to contact your city, county, and other state agencies to ensure compliance with local requirements. Such sources can include but are not limited to:

- State Plumbing Commission
- City Building and Zoning
- County Zoning
- State Electrical Commission
- Local Fire Department
- Local Health Department

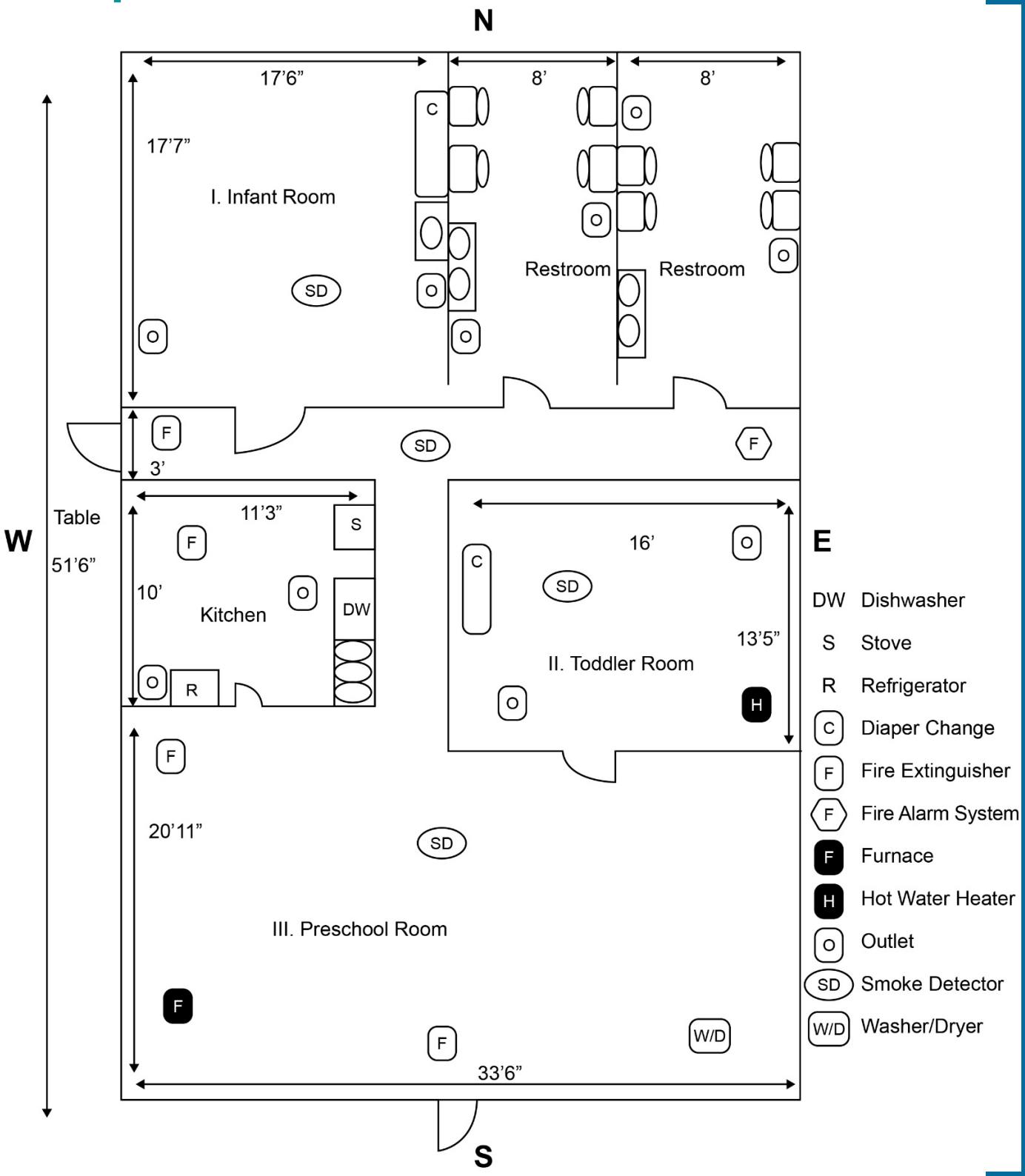
All licensed programs are required to meet state, county, and city ordinances. If a city has requirements that are different than the state requirements, a program is required to meet the strictest of the two requirements.

Take a copy of the building floor plans to the city where the program will be located to ensure all local requirements are met.

The Americans with Disabilities Act (ADA) prohibits discrimination on the basis of disability, and the ADA requirements apply to licensed child and school-age care programs. In the construction phase, it is important that you work with your architect or engineer to ensure your facility's features meet ADA Accessibility requirements. Resources that provide additional information about accessibility requirements are at:

- www.ADA.gov with commonly asked questions specific to child care and the ADA.
- The Department of Justice at http://www.usdoj.gov/crt/ada/adahom1. ADA specialists are available at various times Monday through Friday at 1-800-514-0301 (voice) 1-800-514-0383 (TDD)

Sample Floor Plan



Sample Plot Pan

