



# HCAI e-Services Portal

*Public User Guide*

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Version Number: 2.1

## **Section 20 – Application for Removal of Acute Care Services (RACS)**



## 1 Introduction

### Welcome to HCAI Electronic Services Portal Client Access (eCA) User Guide

Removal of a building from general acute care service will involve either the conversion of the building, or portions of the building, to other uses, or demolition. Buildings removed from general acute care service may remain under HCAI jurisdiction, or in some cases, they may be removed from HCAI jurisdiction and placed under the jurisdiction of the local enforcement agency. The California Building Standards Codes use the term “Building” without defining it. In the structural evaluation provisions, the term refers to a structure with independent vertical and lateral load resisting systems and a distinct seismic performance category assigned by HCAI. It may be freestanding or a portion of a larger “Building” as defined in other portions of the Code. This is a much narrower use of the term “Building” than in any other portion of the CBSC.

[HCAI Code Application Notice \(CAN\) 1-6-1.4.5.1.4](#) provides detailed requirements for the removal of Acute Care Services from hospital buildings and establishes the criteria for the building’s structural separation, means of egress, fire-resistive separation and systems, services and utilities isolation. Depending on the planned disposition of building after all general acute care services have been removed, not all options will be available, and some options may require significant construction to be viable. Buildings that are not Freestanding Nonhospital Buildings or that have not been modified to become a Freestanding Nonhospital Building, must remain under OSHPD jurisdiction.

This section details the general instructions for creating and submitting an application for Removal of Acute Care Services (RACS) from a building under the jurisdiction of HCAI, whether it is desired to keep the building under the jurisdiction of HCAI or to transfer jurisdiction to a local city, county or special district authority. Buildings where Acute Care Services will be removed must not have any open construction projects; all construction must be complete and closed in compliance with the California Building Standards Code. Once all construction is completed, an application for RACS may be submitted.

## 2 Scenarios

There are numerous variables relating to buildings where it is desirable to remove Acute Care Services. The following are a few common conditions that may be present in hospital buildings where acute care services are being removed. This is not a complete list of the various scenarios that may be present; it is merely a short set of common examples that may need to be mitigated prior to submitting an application to remove acute care services:

### 2.1 Scenario No. 1

Any and all alterations to the building where Acute Care Services will be removed have been completed and each project has been closed in compliance. The building meets the criteria for classification as an *SPC Building*, a *Detached Hospital Building* or a *Freestanding Nonhospital*

*Building.* The application for removal of acute care services would be a “No Construction” project and when the RACS ‘project’ is closed in compliance, RACS has been achieved; the building may remain unchanged under HCAI jurisdiction, be reclassified to OSHPD 1R or jurisdiction may be transferred to a local agency in accordance with [CAN 1-6-1.4.5.1.4](#).

## 2.2 Scenario No. 2

Some of the alterations to the building where Acute Care Services will be removed have been completed and closed in compliance, however some projects have not been completed and/or some projects were closed non-compliance. Since the application for RACS evaluates all construction in the building for completeness and fitness for a structural separation, means of egress, fire-resistive separation and systems, services and utilities isolation, change of use, change of occupancy, change in function, change in licensure, or a combination thereof, or for a change of the authority having jurisdiction, from HCAI to the local enforcement agency, construction must be completed and closed in compliance prior to a submitting the application for RACS. Where appropriate, it may be permissible to submit application(s) for Amended Construction Documents (ACDs) to reduce the project scope of open projects to omit remaining work and close the project(s) in compliance. Only after all alterations to the building have been completed and closed in compliance may the application to remove Acute Care Services can be submitted. When the RACS ‘project’ is closed in compliance, RACS has been achieved; the building may remain unchanged under HCAI jurisdiction, be reclassified to OSHPD 1R or jurisdiction may be transferred to a local agency in accordance with [CAN 1-6-1.4.5.1.4](#).

## 2.3 Scenario No. 3

There have been no alterations to the hospital building that are necessary to separate and isolate the building for removal of Acute Care Services. This scenario is similar to Scenario No. 2; however new construction projects that are necessary to ready the building for a structural separation, change of the use, change of occupancy, change in function, change in licensure, or a combination thereof, or for a change of jurisdiction from HCAI to the local enforcement agency must be completed and closed in compliance prior to a submitting the application for RACS. A project submitted for removal of acute care services will have to wait for the project(s) to complete required construction items. Only after all alterations to the building have been completed and closed in compliance may the application to remove Acute Care Services can be submitted. When the RACS ‘project’ is closed in compliance, RACS has been achieved; the building may remain unchanged under HCAI jurisdiction, be reclassified to OSHPD 1R or jurisdiction may be transferred to a local agency in accordance with [CAN 1-6-1.4.5.1.4](#).

### 3 Projects for RACS

The application procedures detailed below will use the standard **Application for New Project** process. See [User Guide 5](#) for step-by-step directions on submitting the application and construction documents. As stated above, if construction is required to remove acute care services from a building, a separate construction project must be submitted first and closed in compliance prior to the application for RACS being submitted.

#### 3.1 Construction Project

An Application for New Project for construction relating to removal of Acute Care Services shall have the following options selected:

- Submittal Type = Final
- Kind of Project = Remodel
- Primary Gravity/Lateral Load Elements = Yes
- Field Review = No

Other data elements are per standard instructions in [User Guide 5](#).

#### 3.2 No Construction Project (RACS)

An application for removal of Acute Care Service with no construction shall have the following options selected:

- Submittal Type = Examination
- Kind of Project = RACS
- Primary Gravity/Lateral Load Elements = No
- Field Review Requested = No

Other data elements are per standard instructions in [User Guide 5](#).

Once all construction is completed on construction projects (Section 3.1) and closed in compliance and an Application for RACS (section 3.2) is submitted and closed in compliance, RACS approval will be given.

### 4 Reclassification for RACS

The facility owner must determine the planned disposition of the building after all general acute care services have been removed. Options include demolition, transfer of jurisdiction to the local building authority, or maintaining the building under OSHPD jurisdiction. The Process for SPC Buildings remaining Under HCAI Jurisdiction and the Process for Freestanding Nonhospital Buildings Placed Under Local Jurisdiction are clearly described in [CAN 1-6-1.4.5.1.4](#).