Pennsylvania
Department of Aging

Aging Technical Assistance Bulletin (ATAB)

ATAB#: 26-20-02

Issuance Date: September 10, 2026 | **Effective Date: September 10, 2026**

Program Area: Adult Daily Living Centers | **Disposition: Rescinds ATAB 06-20-02**

Origin: Bureau of Quality Assurance | **Contact: Div. of Licensing (717) 214-6716**

Subject: Certificate of Occupancy Code for Older Adult Daily Living Centers (ADLC)

To: Pennsylvania Department of Aging
Area Agencies on Aging
Pennsylvania Association of Area Agencies on Aging
Pennsylvania Council on Aging
Deputy Secretary of the Office of Developmental Programs, DHS
Deputy Secretary of the Office of Long-Term Living, DHS
Deputy Secretary of the Office of Mental Health and Substance Abuse Services, DHS
PA Adult Day Services Association

From: Jason Kavulich
Secretary

Purpose: To provide technical assistance regarding the Certificate of Occupancy requirements for the ADLCs in Pennsylvania.

Background: On January 15, 2026, the PDA launched an internal policy known as the Aging Program Directive Cataloguing Tool & Process to ensure that all APDs and ATABs issued to the AAA network are reviewed on an annual basis. This internal PDA review process, as outlined in APD 26-30-02 Rescinding Department Guidance, will ensure the AAA network is able to easily identify current APDs and ATABs. It is the

goal of this review process to ensure that issuance dates of APDs or ATABs do not exceed five (5) years. **This APD/ATAB has been updated with minimal changes in accordance with the internal review process and reflects current PDA policy and procedures.**

The regulation that governs the Certificate of Occupancy is found in the Pennsylvania Code, Title 6 Aging, Chapter 11.14.

The Department of Labor & Industry (L&I) enacted the current Uniform Construction Code in July 2004. The new occupancy code designations that are now used are based on the International Building Code and were also put into effect at that time.

Directives:

A new ADLC seeking to operate in Pennsylvania, or an existing ADLC making renovations to their facility or relocating to a new location must meet the standards set forth per the Uniform Code and be classified on its Certificate of Occupancy as "I-4". The occupancy code I-4 is defined in the International Building Code as:

> 308.5.1 Adult Care Facility- A facility that provides accommodation for less than 24 hours for more than five unrelated adults and provides supervision and personal care services.

An ADLC that has been licensed with the Department of Aging prior to July 2004 likely has an occupancy code of "A", "B", or "C". These centers may continue to operate under this prior coding system. If an applicant to operate a center filed paperwork for their occupancy certification prior to July 2003, they would fall under the old coding standards and would be coded "A", "B", or "C" rather than "I-4".

An applicant intending to open an ADLC, or an existing ADLC making renovations to their facility or relocating to a new location should contact either their local zoning inspector or the Department of L&I at (717) 787-3806 to schedule a safety inspection for their Certificate of Occupancy. For more information on the Uniform Construction Code, visit the L&I website here.