



CITY of PHILADELPHIA
DEPARTMENT of LICENSES and INSPECTIONS

**a guide for
CHILD CARE
providers**

Prepared by:
The City of Philadelphia
Department of Licenses and Inspections [www.phila.gov/li]

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Child Care Guide Advisory Committee

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CITY & STATE DEPARTMENTS - CONTACT INFORMATION

The following is a list of City and State departments you will need to visit or contact as you follow the steps listed in this guide. This information is also listed on relevant pages throughout the guide.

DEPARTMENT OF LICENSES & INSPECTIONS (CITY)

Municipal Services Building (MSB)
Public Service Concourse Level
1401 JFK Boulevard
Philadelphia, PA 19102
www.phila.gov/li

Building Permit Unit

MSB, Address listed above
215-686-2455

Commercial & Industrial Fire Inspection Unit (C&I)

990 Spring Garden Street, 3rd Floor
Philadelphia, PA 19123
215-685-3712

Child Care Provider Services Coordinator/ Child Care Business Regulatory Unit

990 Spring Garden Street, 3rd Floor
Philadelphia, PA 19123
215-685-3779
L&IChildCare.Regulation@phila.gov

Housing Code Enforcement Unit (HCEU)

990 Spring Garden Street, 3rd Floor
Philadelphia, PA 19123
215-685-3743

License Issuance Unit

MSB, Address listed above
215-686-2490

Zoning Unit

MSB, Address listed above
215-686-2455

Zoning Board of Adjustment

MSB, 11th floor
215-686-2429; Fax 215-686-2598

DEPARTMENT OF LABOR & INDUSTRY (STATE)

www.dli.state.pa

Accessibility Advisory Board

717-787-3329

DEPARTMENT OF PUBLIC HEALTH (CITY)

www.phila.gov/health

Environmental Health Services

215-685-7489

Office of Food Protection

321 University Avenue, 2nd Floor
Philadelphia, PA 19104
215-685-7342

DEPARTMENT OF PUBLIC WELFARE (STATE)

www.dpw.state.pa.us

Office of Child Development

State Office Building
1400 Spring Garden Street, Room 502
Philadelphia, PA 19130
215-560-2807, 3220, 2541
800-346-2929

RECORDS DEPARTMENT (CITY)

154 City Hall
Reference Room
Philadelphia, PA 19107
215-686-2260
www.phila.gov/records

REVENUE DEPARTMENT (CITY)

Municipal Services Building (MSB)
Public Service Concourse Level
1401 JFK Boulevard
Philadelphia, PA 19102
For general information: 215-686-6600
For technical questions related to City taxes:
215-686-6435
www.phila.gov/revenue

OTHER HELPFUL RESOURCES

This is a short list of organizations that help child care providers in a variety of ways. However, this list is **not** intended as a City endorsement of any specific organization.

Department of Human Services (DHS)

215-683-6100

www.phila.gov/dhs

Provides services to children at risk and handles reports of suspected abuse.

Department of Public Health (PDPH)

Environmental Health Services

215-685-7342

Offers FREE child care training to providers and their staff on the following topics: Injuries & Hazards; Hygiene & Sanitation; First Aid; Equipment; Facility and Food Safety.

Department of Public Welfare (DPW)

Office of Child Development

215-560-2807, 3220, 2541 or 800-346-2929

Registers and licenses Family Child Care Homes, Group Child Care, and Child Care Centers. They also monitor subsidized child care funds, investigate complaints, and offer technical assistance.

Nonprofit Finance Fund (NFF)

215-546-9426

www.nonprofitfinancefund.org

Manages the Child Care Facilities Fund, which offers capital, advice, and technical assistance to child care providers seeking to improve the quality of their programs, operations, and facilities. The following assistance is available: workshops focusing on project planning and funding; one-on-one technical assistance; nonprofit business analysis (a five-year trend analysis of an organization's finances); systems replacement plans (a tool designed to help forecast the replacement and cost of major building systems); capital grants (grants up to \$50,000 for renovations that will help providers improve quality or meet local/state licensing requirements); planning grants (grants up to \$10,000 to help determine the feasibility of a new endeavor); and loans (loans with flexible terms for a variety of needs, including facility projects, working capital, and equipment purchases).

Southeast Regional Key (SERK)

215-271-1267

www.pakeys.org

Implements the state's Keystone STARS program in Philadelphia, Bucks, Chester, Delaware and Montgomery County. The Keystone STARS program is a quality improvement program for licensed and registered child care providers. The Key houses the STARS Specialists who work directly with the providers, and coordinates the regional professional development opportunities related to the STARS program.

Women's Business Development Center (WBDC)

215-790-9232

Administers the City of Philadelphia Child Care Program Fund. This program is for Philadelphia residents that want to open a Family or a Group Child Care Home. WBDC assists applicants with the initial fees for the City's licensing requirements.

DEFINITIONS

Certificate of Compliance - Issued by the Pennsylvania Department of Public Welfare to Group and Center based child care providers, it permits a specific type of child care facility to operate at a specific location for a specific period of time not exceeding 1 year from the date of issue.

Certificate of Occupancy (CO) - Issued by the Department of Licenses and Inspections to certify that the use and occupancy of your building, or your portion thereof, met the applicable provisions of the Philadelphia Building Construction and Occupancy Code when the CO was issued.

Use Group - The classification of a facility by the Department of Licenses and Inspections in accordance with the Philadelphia Building Construction and Occupancy Code. The facility's construction and fire protection requirements are determined in large part by this classification. Whether a child care facility is called a nursery, latchkey, after school program, or something else, it will be placed in a use group based on the ages of the children; and the number of children in care.

Typical child care use groups:

Use Group E - A child care facility that provides care for more than six children, with five or less children 2½ years of age or younger, for fewer than 24 hours per day.

Use Group I-4 - A child care facility that accommodates more than five children 2½ years of age or younger, for fewer than 24 consecutive hours.

Use Group I-2 - A child care facility that accommodates more than five children 2½ years of age or younger, for 24 consecutive hours.

Use Group R-3 - A child care facility in a one or two family dwelling that provides care for twelve or less children for fewer than 24 consecutive hours.

Mixed Use Group - A building occupied by two or more different use groups.

Related - This term, in the context of this guide, means related to the operator of the child care facility. For a family child care provider, related means the provider's child, stepchild, grandchild, or foster child. For a group or center based provider, related means the provider's child, stepchild, grandchild, brother, sister, half brother, half sister, aunt, uncle, niece or nephew.

Use Registration Permit - Issued by the Department of Licenses and Inspections' Zoning Unit verifying that your current use of the property has been registered and approved by the Department.

Verification of Compliance - Issued by the Department of Licenses and Inspections verifying that on a specific date your facility met the requirements for which it was inspected.

Zoning Permit - Issued by the Department of Licenses and Inspections' Zoning Unit verifying that your building, structure, addition or sign has been approved for zoning purposes.

TYPES OF CHILD CARE & USE GROUPS - A CLASSIFICATION OVERVIEW

If you are planning to care for children (not related to you) outside of their home, you will need to know what type of child care/use group you intend to apply for in order to fill out the various required forms described in this guide. **Please note: You are providing child care if you care for any child between the ages of 0-15 years old, who is not related to you, for any period of time (including the after school hours).** The following is an overview of the various types of child care and the use group classifications they fall under.

Family Child Care: A child care facility in a one or two family dwelling that provides care for six or fewer children, not related to you, for less than 24 consecutive hours.

Family Child Care/Group R-3: A child care facility in a one or two family dwelling that provides care for twelve or fewer children, not related to you, for less than 24 consecutive hours.

Group Child Care/E Use: A child care facility that provides care for more than six but fewer than thirteen children, not related to you, for less than 24 consecutive hours (having five or less children under the age of 2 ½ yrs old). **Please note:** If the children are older school-aged (from fourth grade through 15 years of age), you may provide care for up to fifteen children (not related to you) in your Group Child Care facility.

Group Child Care/I-4 Use: A child care facility that provides care for more than six but fewer than thirteen children, not related to you, for less than 24 consecutive hours (having six or more children under the age of 2 ½ yrs old). **Please note:** If the children are older school-aged (from fourth grade through 15 years of age), you may provide care for up to fifteen children (not related to you) in your Group Child Care facility.

Child Care Center/E Use: A child care facility that provides care for more than seven children, not related to you, for less than 24 consecutive hours (having five or less children under the age of 2 ½ yrs old). Unlike Group Child Care there is usually no upper limit for the number of children in your care.

Child Care Center/I-4 Use: A child care facility that provides care for more than seven children, not related to you, for less than 24 consecutive hours (having six or more children under the age of 2 ½ yrs old). Unlike Group Child Care there is usually no upper limit for the number of children in your care.

I-2 Use: A Family, Group, or Center Child Care facility that provides care for 24 or more consecutive hours.

WHY DOES IT MATTER IF A CHILD IN MY CHILD CARE FACILITY IS RELATED TO ME?

The State and City departments that oversee the licensing, registration, and certification of child care facilities will **ONLY** count the number of **UNRELATED** children toward the maximum number you are allowed to serve. In other words, you are allowed to care for any number of **RELATED** children in your child care facility, over and above the maximum number of children allowed which is stated on your License and/or your Certificate of Occupancy.

For a definition of the term related as it is used by the relevant State and City departments, please see page 7.

2004 BUILDING CONSTRUCTION AND OCCUPANCY CODE - CHILD CARE REQUIREMENTS

Please note: This chart does not include City of Philadelphia zoning requirements or limitations (Zoning Code is not always consistent with Building Code), nor the requirements of the Department of Public Welfare.

	# of Children	Located In	Ages	Hours	Conditions	CLASSIFICATION
1	6 or fewer (B-420.1.2)	a one- or two-family dwelling (B-420.1.2)	any age (B-310.1, B-420)	less than 24 hours (B-420.1.2)	primarily a private residence accessory to principal use as a private residence (B-420.1.2)	Family Child Care Family Child Care (B.420.1.2, B-310.1)
2	7 to 12 (B-420.1.2)	a one- or two-family dwelling (B-420.1.2)	any age (B-420)	less than 24 hours (B-420.1.2)	primarily a private residence accessory to principal use as a private residence (B-420.1.2)	Group R-3 Family Child Care (B.420.1.2, B-310.1)
3	5 or fewer (B-420.1.2)	NOT within an accessory to a one-or two-family dwelling (B-420.1.1)	any age (B-420)	less than 24 hours (B-420.1.2)	-	Family Child Care (B.420.1.1, B-310.1) Conform to requirements of occupancy group in which located (B-420.1.1)
4	more than 5 (exceeds B-420.1.1 limit, B-305.2)	NOT within an accessory to a one-or two-family dwelling (B-420.1.1)	5 or fewer are 2 ^{1/2} years or younger (B-305.2, under threshold of B-308.5.2)	less than 24 hours (otherwise see B-308.3.1)	educational, supervision, or personal care services (B-305.2)	Group/Center E
5	-	NOT within an accessory to a one-or two-family dwelling (B-420.1.1)	more than 5 are 2 ^{1/2} years or younger (B-308.5.2)	less than 24 hours (B-308.5.2)	supervision and personal care services (B-305.2)	Group/Center I-4 (B-308.5.2; see exception for conditions where child care is on grade level with direct exit)
6	more than 12, but no more than 100 (B-308.5.2 exception)	NOT within an accessory to a one-or two-family dwelling (B-420.1.1)	more than 5 are 2 ^{1/2} years or younger (B-308.5.2 exception)	less than 24 hours (B-308.5.2)	child care rooms are located on level of exit discharge each child care room has an exit door direct to exterior (B-308.5.2 exception)	Group/Center E (B-308.5.2 exception)
7	-	-	more than 5 are 2 ^{1/2} years or younger (B-308.3.1)	on a 24-hour basis (B-308.5.2)	-	Group/Center I-2 (B-308.3.1)

FAQ (FREQUENTLY ASKED QUESTIONS)

The following are some questions you may find yourself asking as you read this guide. Please take a moment to familiarize yourself with the answers to the questions most frequently asked by prospective child care providers like you.

If you have additional questions after reading this guide, please call our Child Care Provider Services Coordinator at **215-685-3779**.

Do I contact the City or the State first prior to opening my child care facility?

You should contact the City of Philadelphia first because there are certain City documents required before you can successfully file your State application.

What are my first steps if I wish to open a child care facility in the City of Philadelphia?

Your first step is to visit the Department of Revenue to obtain a City of Philadelphia business tax number. You must then use that number to purchase a Business Privilege License. Your next step is to apply to the Zoning Unit for a permit. You can successfully complete these steps by visiting the Municipal Services Building at 1401 JFK Boulevard.

What other City documentation is required before I can submit my application for family child care to the State?

If you wish to open a family child care, you must contact the Health Department (215-685-7342) to schedule a health inspection and obtain an Eligibility Report from them. You must also contact the Family Child Care Supervisor at (215-685-3743) to schedule a fire safety inspection and obtain a Verification of Compliance Form. You must bring these documents to the License Issuance Unit and purchase a Family Child Care License. You can then submit your State Application.

Who can I contact if I have any questions about the City's application processes?

You can contact the Child Care Provider Services Coordinator at 215-685-3779.

Does the City of Philadelphia have any training seminars for potential/existing child care providers to attend, and if so what is the fee?

Yes, the City's orientation seminars are held every other month and you can get information and/or register for them by calling the Child Care Provider Services Coordinator at 215-685-3779. These orientation seminars are free.

Must I attend the City's orientation seminars before I can open a child care facility?

Although attendance at the orientation seminars is not mandatory, it is highly recommended you attend one prior to opening a child care facility in Philadelphia. If you cannot attend one, you can call the Child Care Hotline at 215-685-3779 to request a copy of this guide be mailed to you. The information given at the seminars is contained within this guide.

What if I run a Family Child Care and I wish it to become a Group or Center Child Care?

You must start the application process again from the beginning, following the steps outlined in the Group & Center section of this guide (pages 31-39).

How frequent are my fire safety inspections?

Fire safety inspections are conducted annually, unless a complaint relating to your business or property site is received in our offices. The complaint must then be investigated.

How much does a fire safety inspection cost?

Fire safety inspections are free.

Can I schedule a fire safety inspection before obtaining my other documents?

No, your documentation must be obtained first before a fire safety inspection appointment can be made. The only facilities inspected without proper documents are considered illegal facilities and risk the possibility of being fined and/or having the facility shut down.

Once I have my required City of Philadelphia documents, how long must I wait for a fire safety inspection to be scheduled?

Usually once you have contacted the appropriate person, the turn-around time for a fire safety inspection appointment is 2-3 days.

If I have more than 5 infants under the age of 2^{1/2} years old, do I need a sprinkler system in my building?

As long as all of the infants are kept on the first story above grade, then usually a sprinkler system is not required. This question will be answered relative to your building when you apply for a Certificate of Occupancy. This document is required if you intend to have more than 5 children under the age of 2^{1/2} years at your facility.

What does the term "the first story above grade" mean?

This is a City of Philadelphia Building/Fire Code term, which in layman's terms means the level from which you exit directly outside from a building without having to use the stairs.

What if I have more than 5 infants under the age of 2^{1/2} years old, above or below "the first story above grade"?

Usually this means that a sprinkler system is required. When you apply for your Certificate of Occupancy this issue will be addressed.

How can I know what fire equipment is required for my child care facility?

A general list of requirements is included on page 28 (for family and group R-3 child care) and page 39 (for group and center child care) of this guide. You will also have these questions answered when you apply for your Certificate of Occupancy (if required), or when you have your fire safety inspection.

How long do I have to reach code compliance once I have received my violation notice?

Unless otherwise noted on your violation notice, you usually have 30 days from the date at the top of the violation notice to come into code compliance.

What if I need more than 30 days to come into code compliance?

You can request an extension of time (usually 30-60-90 days) from your inspector by contacting him/her and putting the request in writing.

What if after reading this guide, or speaking with my inspector, I still have questions?

You can contact the Child Care Provider Services Coordinator at 215-685-3779 to discuss your questions/concerns.

What if the City code requirements don't always agree with the State code requirements?

It is recommended that you comply with the most stringent code requirements, thereby ensuring compliance of both codes.

Does the City of Philadelphia Child Care Unit have an e-mail address?

Yes, the e-mail address is: L&IChildCare.Regulation@phila.gov - you can send questions or requests for more information to this address.

IN THIS SECTION

▶ **Checklists for Family & Group R-3/Group & Center child care providers**

▶ **List of items typically inspected by the Department of Public Health and the Department of Licenses & Inspections**

▶ **Building Construction and Occupancy Code Child Care Requirements & Use Group Classifications**

checklists & INSPECTIONS

FAMILY & GROUP R-3 CHECKLIST - DID YOU?

The following is a checklist to help you keep track of your progress as you follow the instructions on pages 21-28 of this guide. Refer to those pages for a complete, step-by-step walkthrough of the items listed here. If you have any questions, please call our Child Care Provider Services Coordinator at **215-685-3779**.

- Apply for a Business Tax Number and Business Privilege License?**
 - Fill out and submit form 83-T-5 (As seen on page 42)?
 - Confirm and pay the fee with check or money order (\$250)?

- Apply for a Family Child Care License & a Food Preparation and Serving License?**
 - Fill out and submit form 81-937 (As seen on page 43)?
 - Confirm and pay the fee with check or money order (\$50)?

NOTE: Group R-3 is exempt from the Family Child Care License requirement but must use this form to apply for a Food Preparation and Serving License.

- Apply for the appropriate zoning approval?**
 - Fill out and submit form 81-16 (As seen on pages 48-49)?
 - Apply for a Use Registration Permit?
 - Confirm and pay the fee with check or money order (\$0 or 100)?

If doing construction that adds to the height or area of your home, putting up a fence, or using any signs:

 - Apply for a Zoning Permit?
 - Draw a plot plan?
 - Confirm and pay the fee with check or money order (\$25-200)?

- IF REQUIRED: Complete a Classification of Child Care Form?**
 - Fill out and submit form 81-968 (As seen on page 53)?

NOTE: This is only required if you are caring for a child related to you.

- IF REQUIRED: File a Petition of Appeal with the Zoning Board of Adjustment?**
 - Fill out and submit form 81-49?
 - Confirm and pay the fee with check or money order (\$100-200)?

- IF REQUIRED: Submit a Building Permit Application for a Certificate of Occupancy?**
 - Fill out and submit form 81-3?
 - Draw building plans or (if required) have them professionally prepared?
 - Confirm and pay the fee with check or money order (\$100)?

- Contact the Health Department's Office of Food Protection to schedule an inspection?**

- Contact the Department of Licenses & Inspections to schedule an inspection?**

- Contact the State Department of Public Welfare's Child Care Division to obtain a Certificate of Compliance?**

GROUP & CENTER CHECKLIST - DID YOU?

The following is a checklist to help you keep track of your progress as you follow the instructions on pages 31-39 of this guide. Refer to those pages for a complete, step-by-step walkthrough of the items listed here. If you have any questions, please call our Child Care Provider Services Coordinator at **215-685-3779**.

- Apply for a Business Tax Number and Business Privilege License?**
 - Fill out and submit form 83-T-5 (As seen on page 42)?
 - Confirm and pay the fee with check or money order (\$250)?

- Apply for a Food Preparation and Serving License?**
 - For Groups:**
 - Fill out and submit form 81-937 (As seen on page 43)?
 - Confirm and pay the fee with check or money order (\$50)?
 - For Centers:**
 - Fill out and submit form 81-897 (As seen on pages 44-45)?
 - Confirm and pay the fee with check or money order (\$175)?

- Apply for the appropriate zoning approval?**
 - Fill out and submit form 81-16 (As seen on pages 48-49)?
 - Apply for a Use Registration Permit?
 - Confirm and pay the fee with check or money order (\$100)?
 - If doing construction that adds to the height or area of your home, putting up a fence, or using any signs:**
 - Apply for a Zoning Permit?
 - Draw a plot plan?
 - Confirm and pay the fee with check or money order (\$25-200)?

- IF REQUIRED: File a Petition of Appeal with the Zoning Board of Adjustment?**
 - Fill out and submit form 81-49?
 - Confirm and pay the fee with check or money order (\$100-200)?

- IF REQUIRED: Submit a Building Permit Application for a Certificate of Occupancy?**
 - Fill out and submit form 81-3?
 - Draw building plans or (if required) have them professionally prepared?
 - Confirm and pay the fee with check or money order (\$100)?

- Contact the Health Department's Office of Food Protection to schedule an inspection?**

- Contact the Department of Licenses & Inspections to schedule an inspection?**

- Contact the State Department of Public Welfare's Child Care Division to obtain a Certificate of Compliance?**

PERIODIC INSPECTIONS - WHAT YOU NEED TO KNOW

The Philadelphia Department of Licenses and Inspections and Department of Public Health will periodically inspect your child care after you have obtained your license. These inspections will take place in one of two ways:

Announced: An inspector from either department may make an announced visit. In this case, the department will contact you in advance concerning the inspection of your child care facility.

OR

Unannounced: An inspector may make an unannounced visit. In this case, the department will not contact you in advance. An unannounced inspection will be conducted during normal business hours except when there is reasonable cause to believe that inspections at other times are necessary to detect violations of applicable laws and regulations.

You may receive more than one visit a year, and you or your staff person must provide access to the inspector.

The following pages will give you a brief outline of the types of things that inspectors from the Department of Public Health and the Department of Licenses and Inspections will typically be looking at when visiting your facility.

Remember: An inspector will always carry City identification.

ALWAYS REQUEST TO SEE IDENTIFICATION BEFORE ADMITTING AN INSPECTOR.

DEPARTMENT OF PUBLIC HEALTH - SUMMARY OF TYPICAL INSPECTIONS

Below is a summary of items typically inspected. Conditions at a child care may warrant inspection of items not noted here.

<p>Cleaning of Utensils</p>	<p>All utensils such as knives, forks, spoons, pots, pans and other equipment used in the preparation or serving of food must be washed in soap and hot water (not to exceed 110° Fahrenheit), sanitized, rinsed and allowed to air dry. To sanitize utensils you must use an approved sanitizing agent following the label instructions.</p>
<p>Refrigeration</p>	<p>All perishable foods must be stored in a refrigerator at 40° Fahrenheit or less. Commercial refrigerators are not required. A thermometer showing the temperature of the refrigerator must be prominently displayed. (Also see PA DPW regulations 3280.106 and 3290.106).</p>
<p>Food Safety</p>	<p>All foods must be clean, wholesome and free from contamination (see DPW regulations 3280.161 and 3290.161). No food shall be stored on the floor. Nor shall any goods be placed near any chemicals or under any overhead pipes or other sources of contamination (see DPW regulations 3280.66 and 3290.64). Perishable foods must be refrigerated until they are prepared or served.</p>
<p>Cleanliness</p>	<p>Surfaces that come in contact with foods, such as counters, shelves, ranges, sinks and cabinets must be clean and well maintained. Utensils used for food must not have any cracks or chips. Walls, ceilings and floors must be clean and well maintained (see DPW regulations 3280.107 and 3290.107).</p>
<p>Pest Control</p>	<p>The facility must be free of insects and rodents (see DPW regulations 3280.67 and 3290.107).</p>
<p>Handwashing & Toileting Facilities</p>	<p>Adequate toilet and hand washing facilities with hot water (not to exceed 110° Fahrenheit), soap and individual hand wiping towels must be provided for staff.</p>
<p>Solid Waste Disposal</p>	<p>All kitchen waste must be stored in a cleanable trash container. Outside trash containers must have tight fitting lids.</p>
<p>Lighting & Ventilation</p>	<p>Adequate artificial or natural lighting and mechanical ventilation must be provided (see DPW regulations 3280.78 and 3290.70).</p>

DEPARTMENT OF LICENSES & INSPECTIONS - SUMMARY OF TYPICAL INSPECTIONS

Below is a summary of items typically inspected. Conditions at a child care may warrant inspection of items not noted here. Not every item applies to every child care. Requirements are based on your use group.

<p>Affidavit of Limited Cooking</p>	<p>Group and Center - Facilities preparing food for non-commercial purposes must file this affidavit to relieve them from the Philadelphia Fire Code requirement of a commercial kitchen exhaust hood, duct system and related fire suppression system for commercial cooking.</p>
<p>Business Privilege License, Certificate of Occupancy</p>	<p>As with all other licenses and permits, these must be prominently displayed.</p>
<p>Certification of Training</p>	<p>Group I - employees shall be instructed in life safety/fire safety procedures and devices. A record of all employee training in these topics shall be kept on the premises.</p>
<p>Decorative Material</p>	<p>Group and Center - All curtains, drapes, hangings and other decorative materials suspended from walls or ceilings must be noncombustible or maintained flame-resistant. A Certificate of Flame Resistance must be submitted to Commercial & Industrial (C&I) Fire Unit.</p>
<p>Emergency Lighting Systems</p>	<p>Group and Center - Emergency lighting systems, where required, must have a certification submitted annually to C&I Fire Unit.</p>
<p>Exit Doors</p>	<p>Exit doors shall be readily openable from side from which egress is to be made without a key, special knowledge or effort. No double key locks are permitted on any exit doors.</p>
<p>Exit Signs</p>	<p>Group and Center - Exit signs and emergency lighting are required in all buildings, rooms and spaces required to have more than one exit or exit access. Required means of egress shall be indicated with approved illuminated signs reading "EXIT". Directional exit signs may be required in exit access corridors. Exit signs shall be illuminated at all times when the structure is occupied.</p>
<p>Fire Alarms</p>	<p>Group E - at least a manual fire alarm system is required; Group I-2 and I-4 - a fire alarm system with either automatic smoke detection or fire suppression system throughout the building is required; Mixed Use Group - an automatic detection system is required in a non-residential use located below a residential use. Annual certification of the required system must be submitted to C&I.</p>

<p align="center">Fire Drills</p>	<p>Group/Center I-2 and I-4 - a minimum of twelve fire drills must be conducted during the year; Group/Center E - a minimum of ten fire drills must be conducted during the year. Records of required fire drills shall be kept on the premises. Required fire exit drills shall include complete evacuation of all occupants from the structure.</p>
<p align="center">Fire Evacuation Plan</p>	<p>Group/Center I-2 and I-4 - an evacuation plan must be approved by the Fire Department and a copy of the plan shall be readily available at all times at the building's security desk. All employees shall be periodically instructed and kept informed of their duties under the required plan</p>
<p align="center">Fire Extinguishers</p>	<p>Rated 2-A:10-B:C(min). Visibly mounted in child care areas. All separated areas must have a mounted fire extinguisher.</p>
<p align="center">Miscellaneous Violations</p>	<p>Other than fire violations - e.g. holes in floors or ceilings, broken windows or doors, condition of steps/stairs and railings, bug or vermin infestation.</p>
<p align="center">Smoke Detectors</p>	<p>Group R-3 - at least one smoke detector, lithium or hardwire per floor and in each area where child care is provided.</p>
<p align="center">Fire Suppression System</p>	<p>Group and Center - Require an annual certification of the fire suppression system be submitted to C&I Fire Unit. (In unsprinklered child care facilities all children less than 2nd years of age shall be kept on the first story above grade.)</p>
<p align="center">Unobstructed Exits</p>	<p>Windows and doors.</p>
<p align="center">Shelter-in-Place Plans</p>	<p>Group/Center I-2, I-4, and E - A shelter-in-place plan is required and will be reviewed by the Fire Inspector annually.</p>

IN THIS SECTION

- ▶ **Step-by-step instructions for meeting City requirements for Family & Group R-3 child care providers**
- ▶ **Easy-to-find information about forms & fees**
- ▶ **Navigating the zoning process**
- ▶ **Scheduling and preparing for inspections**

**family &
GROUP R-3**

STEP 1: LICENSE APPLICATION

STEP 1A Obtain a Business Privilege License

FORM
83-T-5 

ONLINE
YES 

FEE
\$250 

Anyone planning to operate any type of business in Philadelphia, other than a 501 (c)3 nonprofit, must obtain a Business Privilege License (BPL). To do so, go to the Revenue Department to obtain a Business Tax Number (BTN). If your child day care has nonprofit status, please bring your 501 (c)3 certification from the IRS to the Revenue Department.

Once you have a BTN, go to the Department of Licenses and Inspections' License Issuance Unit and apply for a Business Privilege License.

STEP 1B Obtain Other Required Licenses

FORM
81-937 

ONLINE
YES 

FEE
\$0
Food Prep
and Serving
\$50
Family Child
Care License 

While at the License Issuance Unit, you can apply for other required licenses. As a Family Child Care or Group R-3, you will be required to have the following licenses:

- ▶ A Family Child Care Food Preparation and Serving License
- ▶ A Family Child Care License (Group R-3 is exempt from this license requirement)

Also, if you care for four to six children not related to you at any one time, you will need a State Certificate of Registration. Contact the Pennsylvania Department of Public Welfare.

- + You need to bring photo identification with your home address when applying for any license.
- + No child care or food preparation and serving licenses will be issued until:
The License Issuance Unit has received full payment,
The Philadelphia Department of Public Health has inspected and approved the facility, and
The Housing Code Enforcement Unit (HCEU) has issued a Verification of Compliance (Step 5).
- + The City does NOT accept cash or credit cards. Payment must be made with a check or money order made out to "The City of Philadelphia". Do not fill in the check amount or obtain the money order until you have confirmed the fee.

STEP 2: ZONING APPROVAL

The Department of Licenses and Inspections' Zoning Unit must determine if your property is approved for child care. Operating a Family or Group R-3 child care requires the following zoning approvals:

- ▶ A Use Registration Permit
- ▶ A Zoning Permit, **IF**
 - You are doing construction that increases the height or area of your home
 - You are putting up a fence
 - You will be using any signs

CONTACT

Revenue Department
Municipal Service Building
Concourse Level
1401 JFK Boulevard
Philadelphia, PA 19102

215-686-6600
www.phila.gov/revenue

**Pennsylvania
Department of
Public Welfare
Office of Child
Development**

State Office Building
Room 502
1400 Spring Garden St
Philadelphia, PA 19130

215-560-3220, 2807,
2541 or 800-346-2929
[www.dpw.state.pa.us/
Child/ChildCare](http://www.dpw.state.pa.us/Child/ChildCare)

**Department of
Licenses & Inspections**
Municipal Service Bldg
Concourse Level
1401 JFK Boulevard
Philadelphia, PA 19102

www.phila.gov/li

License Issuance Unit
215-686-2490

**Housing Code
Enforcement Unit**
3rd Floor
990 Spring Garden St
Philadelphia, PA 19123
215-685-3743

STEP 2: ZONING APPROVAL (CONTINUED)

STEP 2A Complete the Zoning Application

FORM
81-16

ONLINE
NO

FEES
Use

Registration:
\$0 or 100

Zoning
Permit:
\$25-200

Obtain a Zoning Application from the Department of Licenses and Inspections' Zoning Unit. Print the location of the property. Explain any alterations, additions, or construction. If none, write NONE. List the present use of the building (example: One family dwelling, Retail clothing store, etc.). Then list the proposed use of the building (example: One family dwelling with incidental child care on 1st floor for [maximum number of] children [indicate how many are expected to be under 2 1/2 years of age] with accessory preparation and serving of food).

If you intend to post an advertising sign on your child care home or building or its lot, include that information on your application. Be aware that signs at homes cannot exceed 150 sq. inches (WxH).

Print the name, address, and phone number of the person filing the application and the name, address, and phone number of the building's owner (if different from applicant). Sign the application on the inside page. If you do not own the building where you are providing care, you must bring a letter from the owner authorizing you to apply for child care zoning.

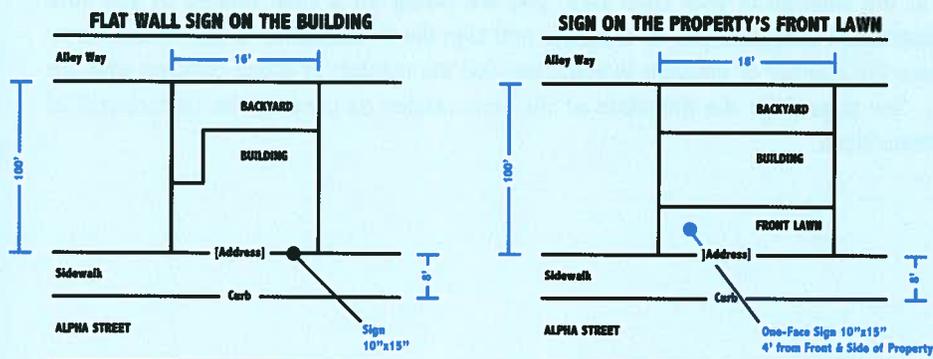
STEP 2B Prepare a Plot Plan

A plot plan is usually required for **new construction** or for **posting a sign** (for advertisement) on your property. In most instances, the plot plan need not be professionally drawn; **however, it must be drawn to scale**. A zoning examiner will notify you if you need an engineer's seal.

Lot size and other dimensions of the lot may be determined from the deed to the property. (If necessary, a copy of the deed may be obtained from the city's Records Department.)

To create the plot plan, you will need a ruler and an ink pen. (You will probably want to sketch your plan on scratch paper before drawing it onto a separate sheet of paper for submission with your zoning application.) Be sure to list all streets, alleys, and driveways and their distances from bordering lot lines. Show curb lines and their distances from building. Show the exterior dimensions of existing buildings, structures, and fences and their distances from lot lines, and the dimensions of any proposed buildings, structures, or fences on the same lot. Also show the location and dimensions of all driveway and curb cuts, if applicable.

Examples of Simple Plot Plans for the Posting of a Sign on a Property:*



* All measurements shown here are for purpose of example only. They are not necessarily approved distances or sizes.

CONTACT

Department of
Licenses & Inspections
Municipal Service Bldg
Concourse Level
1401 JFK Boulevard
Philadelphia, PA 19102

www.phila.gov/li

Zoning Unit
215-686-2455

Records Department
154 City Hall
Reference Room
Philadelphia, PA 19107

215-686-2260
www.phila.gov/records

STEP 2: ZONING APPROVAL (CONTINUED)

STEP 2C Submit the Application for Review

Your application and plot plan may be prepared at home. After it is fully completed and your plot plan duplicated (6 copies), take your application package to the Zoning Unit for review by a zoning examiner.

How long does it take? Usually you will be told the result of a zoning review for child care the same day. The official written result will usually be mailed to you within a week.

Depending on your situation, you will now be in one of the following situations:

No matter what Council District you live in, if you plan to care for four or fewer children in your one family dwelling, you are almost done. After the zoning review you will receive your Use Registration Permit at no cost to you. **You can now skip to Step 5: Application Inspections.**

If you live in any Council District other than 6 or 10 and plan to care for six or fewer children in your one family dwelling, you are almost done. After the zoning review you will receive your Use Registration Permit at no cost to you. **You can now skip to Step 5: Application Inspections.**

If you plan to care for more than four children in Council District 6 or 10, or more than six children in any other Council District, or if you do not live in the one family dwelling where care will be provided, your application will most likely be refused, because the “use” is not permitted under the Zoning Code. **You then have two options:**

1. Accept the decision and do not care for more than four children at any one time if in Council District 6 or 10, or do not care for more than six children at any one time if in any other Council District. **Skip to Step 5: Application Inspections.**
2. File a Petition to Appeal to appear before the Zoning Board of Adjustment (ZBA) and request a variance. **Continue to Step 3: Zoning Appeal.**

STEP 2D Complete Classification of Child Care Form

FORM
81-968



ONLINE
NO



FEE
\$0



If, in addition to the children in your child care, you are caring for a child related to you (the provider), an inspector will require you to complete and sign the Classification of Child Care Form. You must indicate the number of children in your care and the number of those children who are related to you. See page 7 for the definition of the term related as used by the Department of Licenses and Inspections.

CONTACT

Department of
Licenses & Inspections
Municipal Service Bldg
Concourse Level
1401 JFK Boulevard
Philadelphia, PA 19102

www.phila.gov/li

Zoning Board of
Adjustment
215-686-2429

Fax 215-686-2598

STEP 3: ZONING APPEAL

STEP 3A Begin the Zoning Appeal



If you decide to appeal the refusal issued, you will be mailed a Notice of Refusal of Permit, a Petition of Appeal, and written instructions for filing an appeal. You then file the appeal, in person or by mail, with the ZBA and include a copy of the refusal. An appeal must be filed within 30 days after the date of the refusal.

Usually a ZBA hearing is held 5 to 6 weeks after you file your appeal. Accelerated hearings can be held in 2 to 3 weeks, but these require an additional \$500 fee.

STEP 3B Prepare for Your ZBA Hearing

Zoning hearing notice posters will be mailed to you along with instructions: “Preparation for Zoning Board of Adjustment Hearing”, and “What You Must Do Before the Hearing”. Follow those instructions.

Put up the orange zoning hearing notice posters for the 12 consecutive days immediately before the ZBA hearing and leave them up on the day of the hearing. Take pictures of the zoning notices posted on the property and identify each picture as instructed.

Gather all pertinent documentation noted in the instructions to bring to the hearing. Also provide:

- ▶ A list of the types of businesses operating close to your proposed child care with their names and addresses
- ▶ Your Certificate of Insurance for your child care business
- ▶ If applicable, your current Family Child Care License or State Certificate of Compliance
- ▶ Your business handbook, detailing how your business will be operated and managed. Make sure you provide the hours of operation and the procedure for children arriving and being picked up (parking space), identify play space, provide the number and ages of the children you plan to serve and the number of staff (if appropriate).
- ▶ Trash and diaper removal schedules.
- ▶ A copy of your floor plans.
- ▶ Your criminal record background check and your child abuse background check.

Keep in mind that the Board will need to keep this documentation. Make a copy of each document to leave with the Board so you can bring the originals home with you.

As you wait for the hearing date, it is recommended that you do the following to support your case:

- + If possible, get letters of support from City Council members, especially your District Councilperson, your Ward Leaders, representatives from community groups that serve the neighborhood where your child care will be located, and/or your Block Captain.
- + Ask your neighbors who support you and the parents of the children you serve, especially if they live in the same neighborhood, to write a letter of reference about you and how much your services are needed and appreciated. You might also circulate a petition in your neighborhood and obtain at least 15-20 signatures from your neighbors.

CONTACT

Department of
Licenses & Inspections
Municipal Service Bldg
Concourse Level
1401 JFK Boulevard
Philadelphia, PA 19102

www.phila.gov/li

Zoning Board of
Adjustment
215-686-2429

Fax 215-686-2598

STEP 3: ZONING APPEAL (CONTINUED)

Prepare for your ZBA Hearing (Continued)

During the hearing, the Board may ask you about your plans. Be prepared to discuss:

- ▶ What your procedures are when a parent is late, or when a child is ill.
- ▶ Planned activities at your child care.
- ▶ The number of bathroom facilities available.
- ▶ Emergency exits and your emergency procedures.

STEP 3C After Your ZBA Hearing

You will be notified of the ZBA's decision. If all of the ZBA's questions are answered at the hearing, a decision may be made that day. Unanswered questions will require additional information be submitted or the hearing continued. Written confirmation of a decision is usually made within a week.

If the ZBA rules to grant a variance, bring the Notice of Decision of the Board to the Zoning Unit. This Notice is necessary in order to process the permit you requested. **You must return to the Zoning Unit to acquire your Zoning and/or Use Registration Permit no later than one (1) year from the date of the Notice of Decision.**

If approved, you must adhere to any proviso included on the Notice of Decision. Ask a zoning examiner to review the forms with you.

If approved, the variance issued by the Zoning Board, and the Use Registration and/or Zoning Permit you obtain are for the PROPERTY. You can NOT take them with you if you move. To start child care at a new property, you must begin the process again.

STEP 4: CERTIFICATE OF OCCUPANCY

STEP 4A Submit a Building Permit Application

FORM
81-3



ONLINE
YES



FEE
\$100



If you are **not** erecting a new building, you do not need a CO to open your child care. **Skip to Step 5: Application Inspections.**

If you **are** erecting a new building, your next step is to submit a Building Permit Application to the Building Permit Unit for a Certificate of Occupancy (CO). **Contact the Building Permit Unit for more information about obtaining a CO.**

CONTACT

Department of
Licenses & Inspections
Municipal Service Bldg
Concourse Level
1401 JFK Boulevard
Philadelphia, PA 19102

www.phila.gov/li

Zoning Unit
215-686-2455

Building Permit Unit
215-686-2455

STEP 5: APPLICATION INSPECTIONS

STEP 5A Contact the Appropriate Inspection Units

The City must inspect your child care before your licenses are issued. It does NOT matter which City department inspects first, but **no** child care or food preparation and serving license will be issued until:

1. The Department of Public Health has inspected and approved the facility
2. The Department of Licenses and Inspections' Housing Code Enforcement Unit has inspected the facility and issued a Verification of Compliance

These inspections do not happen automatically. You must contact each of the appropriate inspection unit(s) to arrange for the inspection. Family Child Care and Group R-3 child care providers must contact the Housing Code Enforcement Unit and the Office of Food Preparation to arrange for the inspections.

After you have called, each department will send an inspector to conduct the required inspection of your home or facility prior to the license being issued. The inspector must display a City of Philadelphia, Department of Licenses and Inspections, or Department of Public Health employee photo identification and/or badge at the time of the inspection. You or your staff person must provide immediate access to the inspector.

STEP 5B Health Department Inspection

While Family Child Care and Group R-3 classified child care are generally not subject to institutional and commercial equipment standards, adequate safe food handling procedures designed to prevent transmission of food borne disease and sanitation requirements will be verified by the Philadelphia Department of Public Health to protect the children's safety and health.

If you are approved, the Health Department inspector will give you a License Eligibility Report Form. You must present this form to the License Issuance Unit in order to receive your Food Preparation and Serving License. This report must be processed within five days of the date written on the form; however, a grace period of 30 days will be given to have the form processed in the License Issuance Unit. **For an outline of the items that the Health Department inspects, see the list in the [Periodic Inspections](#) section (page 17) of this guide.**

CONTACT

**Department of
Licenses & Inspections**
Municipal Service Bldg
Concourse Level
1401 JFK Boulevard
Philadelphia, PA 19102

www.phila.gov/li

**Housing Code
Enforcement Unit**
215-685-3743

**Department of
Public Health
Office of Food
Protection**
2nd Floor
321 University Avenue
Philadelphia, PA 19104

215-685-7342

FOOD SAFETY CERTIFICATION PROGRAM

In addition to your Food Preparation and Serving License, you will need a Food Safety Certification.

All establishments that handle, prepare, or offer food to children - including snacks brought from home - are required to meet the Food Establishment Personnel Food Safety Certification requirements. This includes all child care facilities. To be eligible for this certification you will be required to provide proof that you have attended and successfully completed a training program approved by the Health Department. Upon completion of this training you must obtain a certificate from the Health Department for \$25.

All child care providers are required to have at least one staff member on duty who is trained in food protection and food borne disease prevention.

(NOTE: You may contact the Department of Public Health, Office of Food Protection if you believe you are exempt from this requirement.)

STEP 5: APPLICATION INSPECTIONS (CONTINUED)

STEP 5C L & I Inspection

[If you are required to obtain a Building Permit and/or a Certificate of Occupancy (see Step 4), a construction trades inspector will inspect your building to make certain that it complies with the approved plans and the Philadelphia Building Construction and Occupancy Code. This is separate from the normal child care inspection below.]

Family & Group R-3 Child Care Fire Safety Requirement Checklist

- ▶ **Family Child Care** A minimum of a single station smoke alarm (detector) powered by building wiring (hard-wired) or 10 year non-replaceable lithium batteries in each story, including the basement. The alarm must be audible in the indoor child care spaces with all intervening doors closed.
- ▶ **Group R-3** child care centers require interconnected multiple station smoke alarms (detectors) powered by building wiring in each story, including the basement. The alarm must be audible in the indoor child care spaces with all intervening doors closed.
- ▶ Additional smoke alarms (detectors) may be needed based upon the design of the house (example: a basement, sub-divisions - one (1) detector per area).
- ▶ A fire extinguisher must be visibly mounted in child care areas, kitchens, and other cooking areas (example: 1st floor, play area - one (1) extinguisher; 2nd floor, sleeping area - additional extinguisher). Minimum acceptable size: 2A-10BC
- ▶ All exit doors must be readily openable from the side from which egress is to be made without a key, special knowledge (example: a code), or unusual effort. No double key locks are allowed on any exit doors (a double key lock has a key hole on both sides of the lock - these are prohibited).
- ▶ Do not use open flame portable heating devices in buildings during child care operating hours.

STEP 5D Verification of Compliance

If all of the above requirements are met and if no other property maintenance violations are cited (example: holes in the floor, walls or ceiling), a fire safety Verification of Compliance will be mailed to you within two weeks of the inspection. **The State will not grant a Certificate of Compliance until the Department of Licenses and Inspections has inspected the facility and submitted a Verification of Compliance to the State.**

REMEMBER: If you are providing care to **FOUR OR MORE CHILDREN**, you must contact the Pennsylvania Department of Public Welfare, Office of Child Development to meet State requirements.

Finally, we invite you to learn more about **Keystone Stars**, the State's program to help registered and licensed child care providers offer high quality services. Technical assistance and grants may be available to Keystone Stars participants. Call the Southeast Regional Key at 215-271-1267 for more information.

CONTACT

Department of
Licenses & Inspections
Municipal Service Bldg
Concourse Level
1401 JFK Boulevard
Philadelphia, PA 19102

www.phila.gov/li

Housing Code
Enforcement Unit
215-685-3743

Pennsylvania
Department of
Public Welfare
Office of Child
Development
State Office Building
Room 502
1400 Spring Garden St
Philadelphia, PA 19130

215-560-3220, 2807,
2541 or 800-346-2929
[www.dpw.state.pa.us/
Child/ChildCare](http://www.dpw.state.pa.us/Child/ChildCare)

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IN THIS SECTION

- ▶ **Step-by-step instructions for meeting City requirements for Group & Center child care providers**
- ▶ **Easy-to-find information about forms & fees**
- ▶ **Navigating the zoning process**
- ▶ **Scheduling and preparing for inspections**

**group &
CENTER**

STEP 1: LICENSE APPLICATION

STEP 1A Obtain a Business Privilege License

FORM
83-T-5



ONLINE
YES



FEE
\$250



Anyone planning to operate any type of business in Philadelphia, other than a 501 (c)3 nonprofit, must obtain a Business Privilege License (BPL). To do so, go to the Revenue Department to obtain a Business Tax Number (BTN). If your child day care has nonprofit status, please bring your 501 (c)3 certification from the IRS to the Revenue Department.

Once you have a BTN, go to the Department of Licenses and Inspections' License Issuance Unit and apply for a Business Privilege License.

STEP 1B Obtain Other Required Licenses

FORMS
81-937
Group
81-897
Center



ONLINE
YES



FEES
\$50
Group
\$175
Center



While at the License Issuance Unit, you can apply for other required licenses. As a Group or Center based child care, you will need a Food Preparation and Serving License:

- ▶ Group Child Care must complete the City of Philadelphia Application for Family Child Care Related Licenses in order to apply for a Group Food Preparation and Serving License.
- ▶ Center Child Care must complete the City of Philadelphia Food Preparing and Serving License Application in order to apply for their Center Food Preparation and Serving License.

+ You need to bring photo identification with your home address when applying for any license.

+ No child care or food preparation and serving licenses will be issued until:
The License Issuance Unit has received full payment, and
The Philadelphia Department of Public Health has inspected and approved the facility.

+ The City does NOT accept cash or credit cards. Payment must be made with a check or money order made out to "The City of Philadelphia". Do not fill in the check amount or obtain the money order until you have confirmed the fee.

STEP 2: ZONING APPROVAL

The Department of Licenses and Inspections' Zoning Unit must determine if your property is approved for child care. Operating a Group or Center based child care requires the following zoning approvals:

- ▶ A Use Registration Permit Form
- ▶ A Zoning Permit Form, **IF**
 - You are doing construction that increases the height or area of your home
 - You are putting up a fence
 - You will be using any signs

CONTACT

Revenue Department
Municipal Service Building
Concourse Level
1401 JFK Boulevard
Philadelphia, PA 19102

215-686-6600
www.phila.gov/revenue

**Pennsylvania
Department of
Public Welfare
Office of Child
Development**
State Office Building
Room 502
1400 Spring Garden St
Philadelphia, PA 19130

215-560-3220, 2807,
2541 or 800-346-2929
[www.dpw.state.pa.us/
Child/ChildCare](http://www.dpw.state.pa.us/Child/ChildCare)

**Department of
Licenses & Inspections**
Municipal Service Bldg
Concourse Level
1401 JFK Boulevard
Philadelphia, PA 19102

www.phila.gov/li

License Issuance Unit
215-686-2490

STEP 2: ZONING APPROVAL (CONTINUED)

STEP 2A Complete the Zoning Application

FORM 81-16 

ONLINE NO 

FEES Use \$ 
Registration: \$0 or 100

Zoning Permit: \$25-200

Obtain a Zoning Application from the Department of Licenses and Inspections' Zoning Unit. Print the location of the property. Explain any alterations, additions, or construction. If none, write NONE. List the present use of the building (example: 1st Floor Front, Child Care Center with [maximum number of] children [indicate how many are expected to be under 2^{1/2} years of age] with accessory preparation and serving of food).

If you intend to post an advertising sign on your child care home or building or its lot, include that information on your application. Be aware that signs at homes cannot exceed 150 sq. inches (WxH).

Print the name, address, and phone number of the person filing the application and the name, address, and phone number of the building's owner (if different from applicant). Sign the application on the inside page. If you do not own the building where you are providing care, you must bring a letter from the owner authorizing you to apply for child care zoning.

CONTACT

Department of Licenses & Inspections
Municipal Service Bldg
Concourse Level
1401 JFK Boulevard
Philadelphia, PA 19102

www.phila.gov/li

Zoning Unit
215-686-2455

STEP 2B Prepare a Plot Plan

A plot plan is usually required for **new construction** or for **posting a sign** (for advertisement) on your property. In most instances, the plot plan need not be professionally drawn; **however, it must be drawn to scale**. A zoning examiner will notify you if you need an engineer's seal.

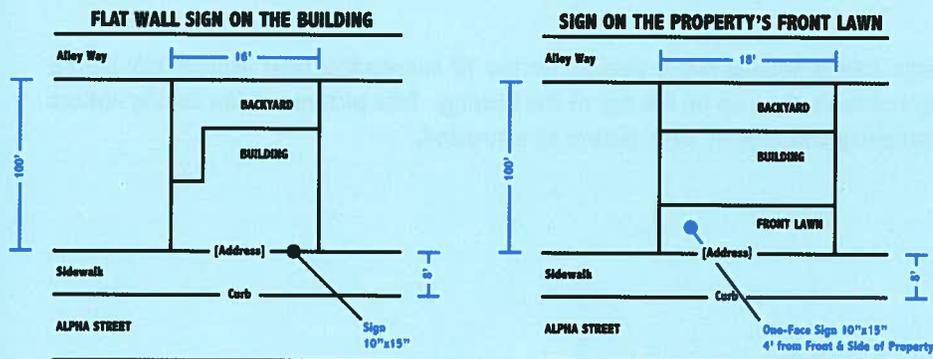
Lot size and other dimensions of the lot may be determined from the deed to the property. (If necessary, a copy of the deed may be obtained from the city's Records Department.)

To create the plot plan, you will need a ruler and an ink pen. (You will probably want to sketch your plan on scratch paper before drawing it onto a separate sheet of paper for submission with your zoning application.) Be sure to list all streets, alleys, and driveways and their distances from bordering lot lines. Show curb lines and their distances from building. Show the exterior dimensions of existing buildings, structures, and fences and their distances from lot lines, and the dimensions of any proposed buildings, structures, or fences on the same lot. Also show the location and dimensions of all driveway and curb cuts, if applicable.

Records Department
154 City Hall
Reference Room
Philadelphia, PA 19107

215-686-2260
www.phila.gov/records

Examples of Simple Plot Plans for the Posting of a Sign on a Property:*



* All measurements shown here are for purpose of example only. They are not necessarily approved distances or sizes.

STEP 2: ZONING APPROVAL (CONTINUED)

STEP 2C Submit the Application for Review

Your application and plot plan may be prepared at home. After it is fully completed and your plot plan duplicated (6 copies), take your application package to the Zoning Unit for review by a zoning examiner.

How long does it take? Usually you will be told the result of a zoning review for child care the same day. The official written result will usually be mailed to you within a week.

If you plan to open a Group or Center based child care in a district zoned **residential**, your application for zoning and/or a Use Registration Permit will automatically be refused, because the “use” is not permitted under the zoning code. **You then have two options:**

1. Find another location where a Group or Center based child care would be allowed by zoning.
2. File a Petition to Appeal to appear before the Zoning Board of Adjustment (ZBA) and request a variance. **Continue to Step 3: Zoning Appeal.**

STEP 3: ZONING APPEAL

STEP 3A Begin the Zoning Appeal

FORM
81-49



ONLINE
NO



FEE
\$100-\$200



If you decide to appeal the refusal issued, you will be mailed a Notice of Refusal of Permit, a Petition of Appeal, and written instructions for filing an appeal. You then file the appeal, in person or by mail, with the ZBA and include a copy of the refusal. An appeal must be filed within 30 days after the date of the refusal.

Usually a ZBA hearing is held 5 to 6 weeks after you file your appeal. Accelerated hearings can be held in 2 to 3 weeks, but these require an additional \$500 fee.

STEP 3B Prepare for Your ZBA Hearing

Zoning hearing notice posters will be mailed to you along with instructions: “Preparation for Zoning Board of Adjustment Hearing”, and “What You Must Do Before the Hearing”. Follow those instructions.

Put up the orange zoning hearing notice posters for the 12 consecutive days immediately before the ZBA hearing and leave them up on the day of the hearing. Take pictures of the zoning notices posted on the property and identify each picture as instructed.

CONTACT

Department of
Licenses & Inspections
Municipal Service Bldg
Concourse Level
1401 JFK Boulevard
Philadelphia, PA 19102

www.phila.gov/li

Zoning Unit
215-686-2455

Zoning Board of
Adjustment
215-686-2429

Fax 215-686-2598

Gather all pertinent documentation noted in the instructions to bring to the hearing. Also provide:

- ▶ A list of the types of businesses operating close to your proposed child care with their names and addresses.
- ▶ Your Certificate of Insurance for your child care business.
- ▶ If applicable, your current Family Child Care License or State Certificate of Compliance.
- ▶ Your business handbook, detailing how your business will be operated and managed. Make sure you provide the hours of operation and the procedure for children arriving and being picked up (parking space), identify play space, provide the number and ages of the children you plan to serve and the number of staff (if appropriate).
- ▶ Trash and diaper removal schedules.
- ▶ Your criminal record background check and your child abuse background check.
- ▶ A copy of your floor plans.
- ▶ Center based child care providers must also provide one set of building plans (See Step 4: Requirements for Certificate of Occupancy, for a description of plan requirements).

CONTACT

Department of
Licenses & Inspections
Municipal Service Bldg
Concourse Level
1401 JFK Boulevard
Philadelphia, PA 19102

www.phila.gov/li

Zoning Board of
Adjustment
215-686-2429

Fax 215-686-2598

Keep in mind that the Board will need to keep this documentation. Make a copy of each document to leave with the Board so you can bring the originals home with you.

As you wait for the hearing date, it is recommended that you do the following to support your case:

- + If possible, get letters of support from City Council members, especially your District Councilperson, your Ward Leaders, and/or your Block Captain.
- + Ask your neighbors who support you and the parents of the children you serve, especially if they live in the same neighborhood, to write a letter of reference about you and how much your services are needed and appreciated. You might also circulate a petition in your neighborhood and obtain at least 15-20 signatures from your neighbors.

During the hearing, the Board may ask you about your plans. Be prepared to discuss:

- ▶ What your procedures are when a parent is late, or when a child is ill.
- ▶ Planned activities at your child care.
- ▶ The number of bathroom facilities available.
- ▶ Emergency exits and your emergency procedures.

STEP 3C

After Your ZBA Hearing

You will be notified of the ZBA's decision. If all of the ZBA's questions are answered at the hearing, a decision may be made that day. Unanswered questions will require additional information be submitted or the hearing continued. Written confirmation of a decision is usually made within a week.

If the ZBA rules to grant a variance, bring the Notice of Decision of the Board to the Zoning Unit. This Notice is necessary in order to process the permit you requested. **You must return to the Zoning Unit to acquire your Zoning and/or Use Registration Permit no later than one (1) year from the date of the Notice of Decision.**

STEP 3: ZONING APPEAL (CONTINUED)

After Your ZBA Hearing (Continued)

If approved, you must adhere to any proviso included on the Notice of Decision. Ask a zoning examiner to review the forms with you.

If approved, the variance issued by the Zoning Board, and the Use Registration and/or Zoning Permit you obtain are for the PROPERTY. You can NOT take them with you if you move. To start child care at a new property, you must begin the process again.

CONTACT

Department of
Licenses & Inspections
Municipal Service Bldg
Concourse Level
1401 JFK Boulevard
Philadelphia, PA 19102

www.phila.gov/li

Zoning Unit
215-686-2455

Building Permit Unit
215-686-2455

STEP 4A STEP 4: CERTIFICATE OF OCCUPANCY

FORM
81-3



Submit a Building Permit Application

ONLINE
YES



If you plan to operate a Group or Center based child care, your next step is to submit a Building Permit Application to the Building Permit Unit for a Certificate of Occupancy (CO). Staff there will review your application and determine the type of fire protection and building requirements that must be met. A CO shall be obtained **prior to occupancy** in the following cases: 1) Erection of a new building; 2) Erection of an addition to a building; 3) A change from one Use Group to another; or 4) Expanding a use into another area of a building.

FEE
\$100



As the number of people in a property goes up, the risk of harm from fire also increases. For that reason, child care facilities that serve a larger number of children are subject to stronger code requirements. A Group or Center based child care that serves more than six children is no longer a residential use - even if in a home. Depending on the age of the children, the facility may be classified as of educational or institutional use. These uses may require significant renovation of a property.

If you plan to open a Group or Center based child care, it would be wise to attend an Orientation (see page 4) before you buy or lease a property, or invest in obtaining zoning approval. There you can have GENERAL Philadelphia code questions answered about renovations that may be required in order for the property to be safely used as you intend.

The Department of Licenses and Inspections also offers preliminary plan review. This review will provide answers specific to your plans and property; however, preliminary plan review will cost \$250 for buildings up to three stories in height.

For more information about upcoming orientations see page 4. To arrange for a preliminary plan review, contact the Building Permit Unit.

Requirements for Certificate of Occupancy

Three (3) sets of building plans which must be:

- ▶ Black and white of blueprints (no pencil or free hand drawings)
- ▶ Double line drawings of the entire building
- ▶ Of professional quality
- ▶ Drawn to scale (1/4" = 1')
- ▶ Minimum sheet size 18"x24"

STEP 4: CERTIFICATE OF OCCUPANCY (CONTINUED)

Requirements for Certificate of Occupancy (Continued)

These plans must show:

- ▶ Any alterations necessary to bring the building “up to code” (example: installing a fire alarm system)
- ▶ Overall size of the building and each floor (including the basement)
- ▶ Use of each room (example: living room, bedroom, storage, etc.)

Code requirements may differ depending on the ages of the children in your care. On your application, you must note the number of children 2^{1/2} years of age or younger that you intend to care for.

There may be additional building permits and permit fees associated with any alterations (example: electrical permits, plumbing permits, etc.). The type of permits needed for your property will be outlined after the building examiner reviews your floor plans. The price of a permit is based on the Department’s measurement of the area of the building where work is being done. **As the owner of the property or the responsible party, it is YOUR RESPONSIBILITY to ensure that your contractor acquires the proper permits.**

PROFESSIONAL PLANS?

Your construction documents **MUST** be sealed by a registered design professional if:

- + The cost of the work exceeds \$20,000; or
- + Structural building modifications are proposed (example: installing or removing beams, columns, load bearing walls); or
- + You are building an addition (exception: a ground floor addition to a one or two family dwelling does not require sealed plans if the addition does not exceed 120 square feet).

If you are **NOT** required to have the seal of a registered design professional, you may want to contact a local drafting, architectural, or engineering school to have a student design your plans, as long as they are drawn to scale (1/4” = 1’).

Alterations may also be required to comply with **the building code provisions for handicap accessibility**. Some of the alterations that may be required include the construction of a new wheelchair accessible toilet room (or modifications to existing facilities), installation of wheelchair ramps, and widening of doorways. Additionally, even if a CO is not required, any alterations that you propose must comply with these accessibility requirements. You are also required to comply with the federal Americans with Disabilities Act (ADA). While the Department of Licenses and Inspections does not review for or enforce ADA provisions (that is done through the courts), compliance with the building code’s accessibility requirement will, in most circumstances, ensure compliance with the federal law. You may appeal accessibility requirements to the Accessibility Advisory Board on forms provided by your plan examiner at the Department of Licenses and Inspections.

Remember: Your CO is approved for the use you described in your application. Changes in your business (example: increasing the number of infants in your care) may change your Use Group and require a new CO.

CONTACT

Department of
Licenses & Inspections
Municipal Service Bldg
Concourse Level
1401 JFK Boulevard
Philadelphia, PA 19102

www.phila.gov/li

Building Permit Unit
215-686-2455

Department of
Labor and Industry
Accessibility
Advisory Board
1624 L & I Building
7th and Forster St.
Harrisburg, PA 17120
717-787-3329

www.dli.state.pa

STEP 5: APPLICATION INSPECTIONS

STEP 5A Contact the Appropriate Inspection Units

The City must inspect your child care before your licenses are issued. It does NOT matter which City department inspects first, but **no** child care or food preparation and serving license will be issued until:

1. The Department of Public Health has inspected and approved the facility
2. The Department of Licenses and Inspections has inspected the facility and issued a Verification of Compliance

These inspections do not happen automatically. You must contact each of the appropriate inspection unit(s) to arrange for the inspection. Group and Center based child care must contact the Department of Licenses and Inspections' Child Care Unit and the Office of Food Protection to arrange for the inspections.

After you have called, each department will send an inspector to conduct the required inspection of your home or facility prior to the license being issued. The inspector must display a City of Philadelphia, Department of Licenses and Inspections, or Department of Public Health employee photo identification and/or badge at the time of the inspection. You or your staff person must provide immediate access to the inspector.

STEP 5B Health Department Inspection

Group child care **may** be and Center based child care **will** be subject to institutional and commercial equipment standards. Also, adequate safe food handling procedures designed to prevent transmission of food borne disease and sanitation requirements will be verified by the Philadelphia Department of Public Health to protect the children's safety and health.

If you are approved, the Health Department inspector will give you a License Eligibility Report Form. You must present this form to the License Issuance Unit in order to receive your Food Preparation and Serving License. This report must be processed within five days of the date written on the form; however, a grace period of 30 days will be given to have the form processed in the License Issuance Unit. **For an outline of the items that the Health Department inspects, see the list in the [Periodic Inspections](#) section (page 17) of this guide.**

CONTACT

Department of
Licenses & Inspections
Municipal Service Bldg
Concourse Level
1401 JFK Boulevard
Philadelphia, PA 19102

www.phila.gov/li

Child Care Unit
215-685-3779

Department of
Public Health
Office of Food
Protection
2nd Floor
321 University Avenue
Philadelphia, PA 19104

215-685-7342

FOOD SAFETY CERTIFICATION PROGRAM

In addition to your Food Preparation and Serving License, you will need a Food Safety Certification.

All establishments that handle, prepare, or offer food to children - including snacks brought from home - are required to meet the Food Establishment Personnel Food Safety Certification requirements. This includes all child care facilities. To be eligible for this certification you will be required to provide proof that you have attended and successfully completed a training program approved by the Health Department. Upon completion of this training you must obtain a certificate from the Health Department for \$25.

All child care providers are required to have at least one staff member on duty who is trained in food protection and food borne disease prevention.

(NOTE: You may contact the Department of Public Health, Office of Food Protection if you believe you are exempt from this requirement.)

STEP 5: APPLICATION INSPECTIONS (CONTINUED)

STEP 5C L & I Inspection

[If you are required to obtain a Building Permit and/or a Certificate of Occupancy (see Step 4), a construction trades inspector will inspect your building to make certain that it complies with the approved plans and the Philadelphia Building Construction and Occupancy Code. This is separate from the normal child care inspection below.]

Group or Center Based Child Care Fire Safety Requirement Checklist

You must have your Zoning Approval and Certificate of Occupancy (CO) before an inspection appointment is made. An inspection cannot be conducted without the CO or an exemption form.

The inspector will check the Use Group of your child care and will inspect the fire protection systems required by that Use Group and the entire facility to ensure that there are no violations. **For an outline of the items that the Department of Licenses and Inspections inspects, see the list in the [Periodic Inspections](#) section (pages 18-19) of this guide. Not every item applies to every child care. Requirements are based on your Use Group (see pages 8-9 for a chart and descriptions of the various child care classifications)**

- ▶ Use Group E - A child care facility that serves more than six children, with five or less children 2^{1/2} years of age or younger, for less than 24 hours
- ▶ Use Group I-4 - A child care facility which serves more than five children 2^{1/2} years of age or younger, for less than 24 hours
- ▶ Use Group I-2 - A child care facility which serves more than five children 2^{1/2} years of age or younger, on a 24 hour basis
- ▶ Mixed Use Group - A building occupied by two or more different Use Groups

STEP 5D Verification of Compliance

If all of the above requirements are met and if no other property maintenance violations are cited (example: holes in the floor, walls or ceiling), a fire safety Verification of Compliance will be mailed directly to the State Department of Public Welfare, and a copy will be mailed to you. **The State will not grant a Certificate of Compliance until the Department of Licenses and Inspections has inspected the facility and submitted a Verification of Compliance to the State.**

REMEMBER: You must contact the Pennsylvania Department of Public Welfare, Office of Child Development to meet State requirements.

Finally, we invite you to learn more about **Keystone Stars**, the State's program to help registered and licensed child care providers offer high quality services. Technical assistance and grants may be available to Keystone Stars participants. Call the Southeast Regional Key at 215-271-1267 for more information.

CONTACT

Department of
Licenses & Inspections
Municipal Service Bldg
Concourse Level
1401 JFK Boulevard
Philadelphia, PA 19102

www.phila.gov/li

Child Care Unit
215-685-3779

Pennsylvania
Department of
Public Welfare
Office of Child
Development
State Office Building
Room 502
1400 Spring Garden St
Philadelphia, PA 19130

215-560-3220, 2807,
2541 or 800-346-2929
[www.dpw.state.pa.us/
Child/ChildCare](http://www.dpw.state.pa.us/Child/ChildCare)

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▶ **Application for Family Child Care Related Licenses (43)**

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▶ **Verification of Compliance (46)**

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▶ **Zoning Board of Adjustment Notice of Refusal of Permit (50)**

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▶ **Use Registration Permit/Zoning Permit (52)**

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▶ **Certificate of Use and Occupancy (54)**

▶ **Certification of Electrical & Lighting Systems (55-56)**

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▶ **Fire Alarm Inspection & Certification (58-60)**

▶ **Automatic Fire Extinguishing & Standpipe Systems Inspection & Certification (61-63)**

▶ **Special Hazard Fire Extinguishing Systems (64-65)**