



What Steps Do I Take To Operate a Commercial Day Care in Philadelphia?

1. Obtain a Business Privilege License from the License Issuance Unit of Licenses & Inspections, located on the concourse level of Municipal Services Building-1401 JFK Blvd.

The one time fee for this license is \$300.00

Available on-line at: www.phila.gov/li

***** All child care facilities are required to obtain a Food Preparation and Serving license. Inquire about the required food license for your proposed day care.**

2. Obtain a Business Tax Number from the Revenue Department at Municipal Services Building or at: www.phila.gov/revenue
3. Obtain a zoning permit from the Zoning Unit of Licenses & Inspections. Fees will vary, contact the zoning unit for additional information at (215)686-2455.

4. Obtain a Certificate of Occupancy from the Building Permit Unit, concourse level of Municipal Services Building or at: www.phila.gov/li. Three sets of building plans will be required.
5. Contact the Department of Public Health:
 - a. Plan Review Section/Requirements at (215)685-7405
 - b. Food Safety Certification class at (215)685-7498
 - c. Health Inspection at (215)685-7342
6. Contact Licenses & Inspections Child Care Coordinator at (215)685-3779 for fire safety approval (verification of compliance).

**The City of Philadelphia offers FREE seminars to prospective child care providers. For seminar information, guidebook requests or questions, please contact the Child Care Hotline at:
215-685-3779**