



LICENSE APPLICATION

CHILD CARE

AFTER YOU COMPLETE THIS FORM, BRING OR MAIL TO:
DEPARTMENT OF LICENSES AND INSPECTIONS

LICENSE ISSUANCE UNIT
 1401 JOHN F. KENNEDY BOULEVARD • PUBLIC CONCOURSE
 PHILADELPHIA, PA 19102

USE A SINGLE CHECK, OR MONEY ORDER FOR ALL FEES PAYABLE TO "CITY OF PHILADELPHIA". **CASH IS NOT ACCEPTABLE**

1. NAME OF OWNER/OPERATOR		2. NAME OF FACILITY		REGISTERED IN STATE OF
3. LOCATION OF FACILITY			ZIP CODE	4. TELEPHONE NO.
5. ADDRESS OF OWNER/OPERATOR			ZIP CODE	
6. DAYTIME TELEPHONE NUMBER	EVENING TELEPHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS	
7. PHILADELPHIA BUSINESS TAX NO.	8. PHILADELPHIA BUSINESS PRIVILEGE LICENSE NO.	9. FED. TAX OR SOC. SEC. NO.	10. DATE ACTIVITY STARTED AT THIS LOCATION	

11. TYPE OF FACILITY
 SINGLE RESIDENCE MULTI-FAMILY RESIDENCY NON-RESIDENTIAL

12. LICENSE TYPE	FEE	REVENUE CODE	EXPIRATION DATE	LICENSE NUMBER
<input type="checkbox"/> FAMILY CHILD DAY CARE (UP TO 6)	\$ 50.00	3397	2/28/	
<input type="checkbox"/> FOOD PREPARE/SERVE	NONE	3125	2/28/	
<input type="checkbox"/> GROUP CHILD DAY CARE FOOD PREP/SERVE (UP TO 12)	50.00	3126	2/28/	
<input type="checkbox"/> HEALTH APPROVAL ATTACHED				

TOTAL FEES \$ _____

13. OWNER, CORPORATION AND PARTNERSHIP (LIST THREE PRINCIPALS, IF CORP.) ATTACH ADDITIONAL SHEET OF PAPER WITH INFORMATION IF NECESSARY

NAME	TITLE	HOME ADDRESS (INCLUDE CITY, STATE & ZIP CODE) P.O. BOX NOT ACCEPTABLE

14. APPLICANT CERTIFICATION

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein I am subject to the possible revocation of any licenses issued as a result of my false application, and such the penalties as may be prescribed by law.

APPLICANT'S SIGNATURE _____ DATE _____

OFFICE USE ONLY	PREREQUISITES (LIST THOSE CHECKED DURING PROCESSING)		STREET CODE _____	
	REMARKS:			
	<input type="checkbox"/> APPROVED		<input type="checkbox"/> REFUSED	
	REVIEWED	NUMBER	DATE	AUDIT

APPROVALS THAT MAY BE NEEDED BEFORE A LICENSE CAN BE ISSUED

For further information on the application process, call 215-686-2463. For information on other City services, dial 311.

ZONING

Family Child Day Care Homes, Group Child Day Care Homes and Child Day Care Centers must complete an application for a Zoning/Use Permit with the Zoning Unit, 1401 John F. Kennedy Boulevard, Concourse Level. Applications can also be obtained at www.phila.gov/li.

All buildings and other structures in the City of Philadelphia must be in compliance with current zoning laws. Certain alterations to an existing structure and/or a change in the use of the building may affect zoning.

CERTIFICATE OF OCCUPANCY

Group Child Day Care Homes and Child Care Centers must apply for a Certificate of Occupancy with the Building Unit, 1401 John F. Kennedy Boulevard, Concourse Level. Please refer to the certificate and permit section of the website at www.phila.gov/li.

PHILADELPHIA BUSINESS TAX NUMBER

A Philadelphia Business Tax Number is required of every person engaged in any business within the City of Philadelphia. The tax number can be used for all businesses operated within the city and is issued by the Revenue Department, 1401 John F. Kennedy Boulevard, concourse level or www.phila.gov/revenue.

Philadelphia Business Privilege License (3702): Required for every person desiring to engage in business within the City of Philadelphia whether or not such person maintains a place of business in the City. This is a one-time fee license (\$300.00) and can be used for all your business ventures if using the same entity name and tax account number. Fill in the license number if you already have one. If you do not already have this license, you can apply by filling out form 81-685A, which can be downloaded from the web www.phila.gov/li/faq/forms.html. You then can send a check or money order made payable to the City of Philadelphia to the return address on the form. You also have the option to pay by credit card at the web site www.phila.gov/revenue and first applying for the business tax account number and if successful on the first attempt you will be prompted to pay for the Business Privilege License. The option to apply for the Business Privilege License with credit card is only available on revenue's site.

1) Philadelphia Business Tax Number. If you have never had a number assigned, go to www.phila.gov/revenue and first apply for one.

OWNER/OPERATOR FEDERAL TAX IDENTIFICATION NUMBER

For individuals, this is the same as your Social Security Number. For other taxable or tax exempt entities, it is a number assigned by the IRS for reporting purposes.

LICENSE TYPE

Place an "X" in front of the name of each license applied for.

Facilities that prepare and serve food must contact the Health Department for an inspection before a Food Preparation License can be issued.

For information about the Food License and the inspection, contact the Office of Food Protection, Health Department — 215-685-7495.

Family Day Care – Fact Sheet

A grant is available to pay for your Family Day Care licenses. If you want to apply for the grant, call the following phone number BEFORE applying to this office.

WOMEN'S BUSINESS DEVELOPMENT CENTER
(215) 790-9232

IF YOU DO NOT WISH TO APPLY FOR THE GRANT THEN FOLLOW THE INSTRUCTIONS LISTED BELOW.

- Step 1 Obtain your Philadelphia Business Tax Account number from the Revenue Department Municipal Services Building, 1401 JFK Blvd., Concourse Level or www.phila.gov/revenue
- Step 2 Obtain your Business Privilege License-File completed application with the License Issuance Unit, Municipal Services Building, 1401 JFK Blvd., Concourse Level. The cost is (\$300.00) payable by check or money order only. Take a "Family Child Day Care" application with you.
- Step 3 All Family Day Care facilities require a "USE REGISTRATION PERMIT." You can go to the Zoning Unit of the Municipal Services Building, 1401 JFK Blvd., Concourse level or www.phila.gov/li. You will need to bring the following with you to obtain your Use Registration Permit:
- 1 - Deed to your property
 - 2 - Letter of Permission from the owner of the property if you are renting
 - 3 - Business Privilege License
- Step 4 Call the Philadelphia Department of Health for a health approval (License Eligibility Report) for your Food License. Call 685-7342 or 685-7495 for a Family Day Care up to 6 children only. The License Eligibility report is a dated document. We will only accept this document for 30 days from the date of issue.
- Step 5 Call the Housing District Supervisor at 685-3743 for your Fire Inspection approval (Verification of Compliance)
- Step 6 When the above inspections have been completed bring the reports to the License Issuance Counter in the Municipal Services Building.
- Step 7 You must have all of the following approvals:
- 1 - Use registration Permit (Photo Copy)
 - 2 - Philadelphia Business Tax number
 - 3 - License Eligibility Report – (Health Inspection)
 - 4 - Verification of Compliance – (Housing Inspection)
 - 5 - Check or Money Order (No Cash) Payable to "City of Philadelphia"
 - 6 - Photo Id (Photo Copy)

If you have any additional questions, please call the Child Care Hotline at (215) 685-3779 between the Hours of 9:00 AM to 4:00 PM, Monday through Friday.