

Requirements for operating a group child care home located in a residence

The procedures for obtaining the required occupancy permit to operate a group child care home located in a residence in the City of Philadelphia are different than the procedures in other municipalities. Each step of the following instructions must be completed in order to obtain the required occupancy permit to submit along with your application for a certificate of compliance. For further information call the 311 Call Center or 215-686-1776 (if calling outside Philadelphia) or see the website at www.phila.gov/li

1. Obtain a Business Privilege License: Go to 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 online at: www.phila.gov/li
2. Obtain a Business Tax Number: Go to the Revenue Department at the Municipal Services Building or visit their website www.phila.gov/revenue.
3. Obtain a Zoning Permit: Available from the Zoning Unit of Licenses & Inspections. Fees vary. Contact the zoning unit for additional information at 215-686-2455.
4. Apply for a Certificate of Occupancy: After receiving your zoning use permit, you must apply for a Certificate of Occupancy from the Building Permits Services Unit, Municipal Services Building Concourse Level before receiving your fire inspection.
5. Contact the Department of Public Health:
 - a. Food Safety Certification class at 215-685-7498. Make certain that you specify the residential group class (maximum 12 children).
 - b. Health Inspection Approval (License Eligibility) at 215-685-7342. The License Eligibility report is a dated document that is acceptable for 30 days from the date of issue.
6. Fire Inspection: Once your health inspection has been completed, you are now ready for your fire inspection. For additional information regarding your fire inspection, see the next page.
7. Contact your fire inspector at your area District Office: You may call the 311 call center for the telephone number of your District Office.
8. Fire safety approval: Once you have passed your fire inspection, the fire inspector will issue your fire safety approval and issue your license within three business days.

You will also be required to apply and pay for an annual Family Child Care license (\$50.00). Your Family Child Care license will be issued once your inspections have been completed and approved.

This completes the initial licensing requirement for a GROUP CHILD CARE HOME LOCATED IN A RESIDENCE in the City of Philadelphia.

REMEMBER:

- Your City of Philadelphia group child care/food prep/serve license (3126) **must be renewed every year. The license expires the last day of February each year.**
- Once your payment of \$50.00 has been received your ANNUAL fire inspection will be automatically submitted to the inspector in your area.

Licenses & inspections fire safety requirements a group child care home located in a residence

Your fire inspection will include, but may not be limited to the following:

- **Smoke Alarms** – Hard-wired interconnected smoke alarms on each floor of your home.
- **Carbon Monoxide Alarms** – Installed within 15 feet of the entrance of every bedroom and installed in the sleeping area(s) of the day care.
- **Fire Extinguishers** – At least one portable fire extinguisher with a minimum rating of 2-A:10BC (5 lb. extinguisher) visibly mounted in your child care area(s) and in your kitchen or other areas of cooking. For new purchases save receipt and packaging from box. Existing fire extinguishers must have a current tag from an authorized extinguisher company.
- **Means of Egress** – No double key cylinder locks on egress doors or locked rear yard gates.
- **Portable Heating Devices** – Portable heating devices that produce an open flame shall not be used in buildings during the operating hours of a Residential Child Care facility.
- **Before** requesting your fire inspection the following steps MUST be completed:
 1. Zoning Use Permit
 2. Business Privilege License
 3. Tax Account Number
 4. Obtain Food Safety Certification
 5. Obtain Health Department Inspection
 6. Obtain a Certificate of Occupancy

**To schedule an appointment for a fire inspection,
contact Licenses & Inspections by calling the 311 call center.**

extension.psu.edu/youth/betterkidcare

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