

# INDIANA COUNTY

## In-Home Day Care Permit Application

FOR OFFICE USE ONLY

Permit #: \_\_\_\_\_

Date: \_\_\_\_\_

This application must be filled out completely to obtain approval to utilize a one or two family dwelling unit for child day care services provided for less than 24 hours, for 4 to 12 children. The dwelling unit must be used primarily as a private residence, and the provision of day care services must be secondary to the use of the dwelling unit as a residence. A UCC approval does not constitute compliance with the licensure requirements enforced by the Pennsylvania Department of Public Welfare.

Applicant Name: \_\_\_\_\_

Street Number and Name: \_\_\_\_\_

### Applicant Information

City: \_\_\_\_\_ State: PA Zip: \_\_\_\_\_ County: Indiana

Daytime Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Municipality: \_\_\_\_\_ Township/Borough \_\_\_\_\_

YOU MUST PROVIDE A TAX PARCEL  
NUMBER FOR THE PROPERTY AT THE  
SITE ADDRESS LISTED ABOVE

Tax Parcel #: \_\_\_\_\_

Type of facility: ☐ Family Day Care (4 to 6 Children)  
☐ Group Day Care (7 to 12 Children)

### Site Information

What floor(s) will the child care services be provided on?  
**Check all that apply.**

- ☐ Basement
- ☐ First Floor
- ☐ Second Floor
- ☐ Third Floor

### Drawings

Two sets of detailed drawings of the area to be used for the daycare needs to be submitted. Placement of smoke detectors and fire extinguishers need to be marked. (Please see second page).

### Fee

Submit drawings and payment of \$115.00 with this application, by check or money order made payable to Indiana County Code Division.

This payment covers approval of your application plus the inspection required before issuing our certificate of occupancy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **POLICY GUIDELINES AND SUBMITTAL REQUIREMENTS for CHILD DAY CARE FACILITIES**

**ALL INFORMATION MUST BE FILLED IN, CHECKED OR MARKED N/A**

- ☐ Building Permit Application.
- ☐ Two sets of Building Floor plans showing all floors. Plans must be in ink.
- ☐ Building Plans must include all applicable information contained below:

**Child Day Care Facility** - A dwelling unit where child day care services are provided for less than 24 hours for 4 to 12 children, which is in a Residential Occupancy if the dwelling unit is used primarily as a private residence and the provision of day care services is accessory to the principal use of the dwelling unit as a residence.

- A.** A day care facility, which provides day care services to 4-6 children shall comply with all of the following:
  - ☐ 1. Have a smoke detector on each floor and in the basement. The smoke detector may be powered by a nonreplacable, UL approved lithium battery that is warranted for 10 years and should sound an alarm when activated that is audible to persons in the unit's indoor child care space with all intervening doors closed. Where this type of detector is utilized, the unit owner of this detector shall keep the proof and date of purchase of the detector in the unit's fire drill logs.
  - ☐ 2. Have a portable fire extinguisher rated for Class B Fires in the kitchen and other cooking areas.
  - ☐ 3. Meet the exiting requirements for a Residential Occupancy and licensure under 55 Pa. Code Chapter 3290 (relating to family child day care homes).
- B.** A day care facility that is a Residential Occupancy, which provides day care services to 7-12 children shall comply with all of the following:
  - ☐ 1. Have an interconnected smoke detector system
  - ☐ 2. Have a fire extinguisher rated for Class B fires in the kitchen and other cooking areas.
  - ☐ 3. Meet the exiting requirements for a Residential Occupancy and licensure under 55 Pa. Code Chapter 3280 (relating to group child day care homes).
- C.** All other child day care facilities shall be classified under Chapter 3 of the "International Building Code." The facilities shall meet all Uniform Construction Code standards for these occupancy classifications.