



Department of
Licenses and Inspections
CITY OF PHILADELPHIA

DO NOT MAIL THIS APPLICATION
This application must be submitted in person.

Application for a Family Child Day Care License

Complete and submit this application for a **NEW** Family Child Day Care License.

PART A

License Type

Type of License (select one):

- Up to four (4) children in your home Up to six (6) children in your home Seven (7) to twelve (12) children in your home

Note: All other childcare operations require approval from the Pennsylvania Department of Public Welfare, Office of Child Development and Early Learning (215-560-2807)

Property address: _____

Owner / Operator Name: _____

Owner / Operator Address: _____

Owner Email: _____ Phone #: _____

Company / Employer Name (Commercial Building Only): _____

Company / Employer Address: _____

Email: _____ Phone #: _____

Philadelphia Business Tax #: _____ Commercial Activity License #: _____

Property Information

Provide the full address of location of the family child day care.

Owner / Operator information

Provide the homeowner or facility operators contact information.

Note: Must be a person, not a company.

Company / Employer Information (For Commercial Building Only)

License / Tax

Provide the license and tax account information.

A

PART B

Supplemental Information

Verify the following information:

- All City of Philadelphia taxes, charges, and fees are current: Yes
- A valid Zoning Permit for the USE is provided with this application: Yes
- A License Eligibility Report (LER) from the Philadelphia Department of Health for preparing and serving of foods is provided with this application. Yes
- A valid lead-free or lead-safe certification is submitted to the Department of Public Health. Yes

B

PART C

Limits and Conditions

- At least one portable fire extinguisher shall be mounted in the portion of the building used for the Family Child Day Care Facility and in kitchens and other cooking areas used by the Family Child Day Care Facility.
- Portable heating devices that produce an open flame shall not be used in buildings during the operating hours of a Family Child Day Care Facility.
- A single-station smoke alarm shall be installed in each story including basements of a Family Child Care Facility with six or fewer children.
- An interconnected, multiple-station smoke alarm shall be installed in each story including basements of a Family Child Care Facility with seven to twelve children.

C

Declaration and Signature

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 as a result of my false application, and such other penalties as may be prescribed by law or ordinance.

Owner's / Operator's Signature: _____

Date: _____