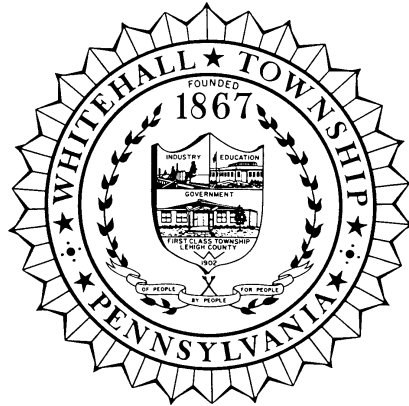


WHITEHALL TOWNSHIP



D A Y C A R E

G U I D E

Note: This is a GUIDE ONLY – For detailed information, Contact the Township as additional requirements may pertain to your Day Care

So, you want to operate a Day Care Facility in Whitehall Township. Did you know there are 3 classifications of Daycare facilities? They are Family Child Day Care, Group Day Care and Commercial Day Care Centers. Which one of these will your facility fall under? The difference in each of these is the allowable number of children under the care of the provider. Below you will find a definition of each of these facilities.

DEFINITIONS

Family Child Day Care – A home other than the child's own home, operated for profit or not-for-profit, in which child day care is provided at any one time to four, five or six children unrelated to the operator.

Group Day Care – The premises in which care is provided at one time for more than six but fewer than 16 older school-age level children or more than six but fewer than 13 children of another age level who are unrelated to the operator. The term includes a facility located in a residence or another premises.

Child Day Care Center – The premises in which care is provided at any one time for seven or more children unrelated to the operator.

Listed below you will find the different requirements for each classification. Please remember, if there will be work done that requires a building permit, the permits required must be **submitted for and approved prior** to doing any work. Any and all inspections shall be completed, and a Certificate of Occupancy shall be secured prior to facility being open for business.

PERMITS REQUIRED

Family Child Day Care

- Must contact the treasurer (Ext. 1143) for business license requirements.
- Use Application and Permit – \$50.00
- A plan review of proposed facility and a Certificate of Occupancy Inspection from Whitehall Township - \$100.00. A site plan of area to be used for Family Child Day Care shall be provided with Inspection request, as well as information as is required pursuant to PA UCC.
- In addition to (2) off-street parking spaces for the residential use, you must be able to provide (1) off-street parking space designed for safe and convenient drop-off and pick up plus (1) off-street parking space for non-resident employee.
- Must provide a copy of the Commonwealth of PA Dept. of Public Welfare Certificate of Registration.

Group Day Care

- Must contact the treasurer (Ext. 1143) for business license requirements.
- Use Application and Permit – \$250.00
- Special Exception process in the R-1, R-2, R-3, R-3A, R-4, R-5, R-5A, R-6 and OS-1 Zoning Districts.
- Permitted by right in the C-1, C-2, C-2A and OP Zoning Districts.
- (1) off street parking space for every non-resident employee plus (1) off-street parking space per (8) persons served, designed for safe and convenient drop-off and pick-up.

Group Day Care (continued)

- Certificate of Occupancy Inspection from Whitehall Township – fee based on square footage of area to be used. A site plan required of area to be used for.
- Secure a Certificate of Occupancy Inspection, as well as information as is required pursuant to PA UCC.
- Must provide a copy of the Commonwealth of PA Dept. of Public Welfare Certificate of Registration.

Child Care Center

- Must contact the treasurer (Ext. 1143) for business license requirements.
- Use Application and Permit – \$250.00
- Special Exception process in the R-1, R-2, R-3, R-3A, R-4, R-5, R-5A, R-6 and OS-1 Zoning Districts.
- Permitted by right in the C-1, C-2, C-2A and OP Zoning Districts.
- (1) off-street parking space for every employee plus (1) off-street parking space per (12) persons served designed for safe and convenient drop-off and pick up.
- Certificate of Occupancy Inspection from Whitehall Township – fee is based on the square footage of the structure.
- Commercial Day Care uses shall meet the requirements set forth in the current edition of the IBC.
- Must provide a copy of the Commonwealth of PA Dept. of Public Welfare Certificate of Registration.

IN – HOME DAY CARE FACILITIES

1. Must secure all necessary permits, inspections, and licenses, including but not limited to building permits for any proposed alterations, occupancy permits, use permits and business privilege license.
2. Shall be limited to (6) children (not including resident children), exceeding this amount will require Zoning Hearing Board approval.
3. Must meet all requirements of Pennsylvania Code, Title 55, Chapter 3270 regarding Child Day Care Centers, and provide documentation from the State that required license has been issued.
4. Must meet all requirements of the Whitehall Township Building Codes, which incorporates the provisions of the Pennsylvania Uniform Construction Code, Section 403.23:
 - (a) A dwelling unit where child day care services are provided for less than 24 hours for 4 to 12 children is an R-3 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.
 - (b) A day care facility that is an R-3 occupancy under subsection (a) 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 nonreplaceable, lithium battery listed by Underwriters Laboratories ® that is warranted for 10 years and should sound and alarm when activated that is audible to persons in the unit's indoor childcare space with all intervening doors close. 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 an R-3 occupancy and licensure under 55 Pa. Code Chapter 3290 (relating to family child day care homes)
 - (c) A day care facility that is an R-3 occupancy under subsection (a) 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 an R-3 occupancy and licensure under 55 Pa Code Chapter 3280 (relating to group child day care homes).

- (d) 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.
- 5. Day Care facilities shall be inspected, and a certificate of use and occupancy issued prior to commencement of services.
- 6. The Day Care use shall be conducted only by the residents of the dwelling in which the use is situated. Not more than one non-resident employee shall be permitted at sites where at least (2) off-street parking spaces are available.
- 7. There shall be no external characteristics of the use, except for a sign if requested, with a maximum sign display area of (2) square feet.
- 8. The Day Care use shall be conducted only in the principal residential structure, unless otherwise approved.
- 9. The Day Care use shall not occupy more than one building or structure.
- 10. The Day Care use shall not occupy more than 250 square feet of the total above ground floor area of the building or structure.
- 11. The Day Care use shall not exhibit any nuisance characteristics such as dust, noise discernible beyond the property line, odor, smoke, or fumes.
- 12. The Day Care use shall not have more than (2) vehicles at any given time patronizing the business.

For your use attached you will find a checklist for your daycare facility. Choose the appropriate checklist based on what type of daycare facility you will be operating. The checklist is to help you compile all the necessary papers in which you must turn into Whitehall Township to start the process of obtaining all of the Township's necessary approvals prior to opening. Good luck in your new endeavor.



Day Care Checklist (Commercial Facilities)

- ☐ Must contact the treasurer (Ext. 1143) for business license requirements.
- ☐ Whitehall Township Certificate of Occupancy
- ☐ Special Exception Docket # _____ if in Residential Zoning District or OS-1
- ☐ Commonwealth of PA Dept of Public Welfare Certificate of Registration
- ☐ Site plan of area to be used
- ☐ Site plan showing parking - 1 off-street parking/employee plus 1 off-street parking space/12 persons served designed for safe and convenient drop off

Name of facility _____

Date received _____



Group Day Care Checklist

(7-12 Children/Persons)

- ☐ Must contact the treasurer (Ext. 1143) for business license requirements.
- ☐ Whitehall Township Use Application and Permit
- ☐ Whitehall Township Certificate of Occupancy
- ☐ Special Exception Docket # _____ if in Residential Zoning District or OS-1
- ☐ Commonwealth of PA Dept of Public Welfare Certificate of Registration
- ☐ Site plan of area to be used
- ☐ Site plan showing parking - 1 off-street parking/nonresident employee plus 1 off-street parking space/8 persons served designed for safe and convenient drop off
- ☐ Provides services for 7-12 Children/persons

Name of facility _____

Date received _____



Family Day Care Checklist

(Not more than 6 Children/Persons)

- ☐ Must contact the treasurer (Ext. 1143) for business license requirements.
- ☐ Whitehall Township Use Application and Permit
- ☐ Commonwealth of PA Dept of Public Welfare Certificate of Registration
- ☐ Site plan of area to be used
- ☐ Site plan showing - 2 off-street parking spaces for residential use and 1 off-street parking space for safe and convenient drop off and 1 space for nonresident employee
- ☐ Not more than 6 children/persons

Name of facility _____

Date received _____



TOWNSHIP OF WHITEHALL

FEE PAID \$ _____

CASH or CHK #: _____

CERTIFICATE OF OCCUPANCY INSPECTION REQUEST FORM

Complete this form in its entirety & return it with the appropriate fee to WHITEHALL TOWNSHIP, Bureau of Development, 3219 MacArthur Road, Whitehall, PA 18052. Any questions, please call 610-437-5524, Ext. 1138.

NOTE: VIOLATIONS MUST BE CORRECTED & PROPERTY RE-INSPECTED WITHIN 30 DAYS or BEFORE SETTLEMENT. Please print legibly.

CURRENT PROPERTY OWNER: _____

APPLICANT: _____

APPLICANT MAILING ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

BUYER NAME (if known): _____ BUYER PHONE #: _____ SETTLEMENT DATE (if known): ____/____/____

WILL THIS BE AN "AS-IS" SALE? _____ **YES*** _____ **NO** *Buyer or Seller Acceptance Form & Fees MAY be required, call for details.

WILL THIS BE A RENTAL PROPERTY? YES _____ **NO** _____ **IF SO, COMPLETE INFORMATION BELOW:**

RENTAL PROPERTY MANAGER - RESPONSIBLE AGENT (WITHIN 10 MILES) MUST be completed for ALL rental properties:

NAME: _____

ADDRESS (No PO Box): _____

TELEPHONE: _____ AFTER HOURS/CELL #: _____ EMAIL: _____

➔ **ADDRESS TO BE INSPECTED:** _____

➔ **INSPECTION CONTACT PERSON:** _____

TELEPHONE: _____ CELL #: _____ EMAIL: _____

FOR THE SALE OF THE PROPERTY

- | | |
|---|--|
| ☐ SINGLE FAMILY HOME | ☐ CONDOMINIUM |
| ☐ TWIN | ☐ APARTMENT - TOTAL |
| ☐ TOWNHOUSE | NUMBER OF UNITS _____ |

RENTAL UNITS

- | | |
|---|--|
| ☐ SINGLE FAMILY HOME | ☐ CONDOMINIUM |
| ☐ TWIN | ☐ APARTMENT - TOTAL |
| ☐ TOWNHOUSE | NUMBER OF UNITS _____ |

ANY MISSED INSPECTIONS OR
ANY PROPERTY NOT READY
FOR SCHEDULED INSPECTION
MAY BE ASSESSED AN
ADDITIONAL FEE.

COMMERCIAL

- | | |
|---|--|
| ☐ FOR SALE OF PROPERTY | ☐ CHANGE OF TENANCY |
| ☐ PROPOSED USE _____ | |
| ☐ NAME OF PROPOSED BUSINESS _____ | |
| ☐ SQUARE FOOTAGE OF LEASED SPACE _____ | |

➔ **DATE OF INSPECTION REQUESTED:** _____ **TIME:** _____

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

ASSIGNED INSPECTOR _____ RE-INSPECTION DATE / TIME _____

VIOLATION(S) IF ANY _____

USE AND OCCUPANCY CLASSIFICATION _____ APPROVED CONSTRUCTION TYPE _____

CONDITION(S) OF C.O. IF ANY _____

INSPECTION FEES**RESIDENTIAL:**

Single Family: \$100.00
Apartments: \$50.00 per unit

**Cash, Check or
Money Order ONLY
No Cards**

COMMERCIAL / INDUSTRIAL:

\$250.00 for 1,000 sq. ft. or less *plus*
\$30.00 for each additional 1,000 sq.
ft. or fraction thereof

*** ADDITIONAL FEES & PAPERWORK MAY BE REQUIRED FOR "AS IS" SALES, CALL FOR DETAILS.**

TOWNSHIP OF WHITEHALL
USE APPLICATION AND PERMIT

(as required by Township Zoning Ordinance and Amendments thereto)

USE PERMIT NO.: _____

DATE ISSUED: _____

610-437-5524 Ext. 1155

This form MUST be filled out and signed by the OPERATOR/OWNER of the proposed business/activity.

A. LOCATION, OWNERSHIP & PRESENT USE OF PROPERTY:

1. Site Address _____
2. Property Owner _____
3. Property Owner Address _____
4. Property Owner Email _____
5. Property Owner Phone _____
6. Present Use of Structure/Land _____
If residential – Number of families _____

Application is hereby made for a permit to use the premises for the purposes described herewith. The information which follows, together with location diagram, is made part of this application by the undersigned. It is understood and agreed by this applicant that any error, misrepresentation of material fact, either with or without intention on the part of this applicant, such as might or would operate to cause a refusal of this application, or any change in the location, size or use of structure or land made subsequent to the issuance of this permit, without approval of the Zoning Officer, shall constitute sufficient ground for the revocation of this permit. All statements made herein are true and correct and all supporting documents hereto are true and correct and will be adhered to in every respect.

B. PROPOSED USE OF STRUCTURE AND/OR LAND:

1. Check one:

- ___ Change of use in existing structure
- ___ Change of ownership of existing business
- ___ Home occupation
- ___ Kiosk/cart
- ___ In-line store
- ___ Other _____

2. Proposed use of structure/land _____
If residential – Number of families _____
3. Proposed Business Name _____
4. Nature of Business (Explain) _____

5. Business Email _____
6. Business Website Address _____
7. Business Phone Number _____
8. Number of Employees _____
9. Number of Company Owned Vehicles _____

C. OWNER OF BUSINESS:

1. Applicant Name _____
2. Applicant Mailing Address _____
3. Applicant Phone _____
4. Applicant Email _____

Certify that all information contained in Sections A, B & C are correct and will be adhered to:

Applicant's Signature _____ Date: _____

FOR HOME OCCUPATIONS – If applicant is not the property owner, certification must be provided evidencing property owner's permissions for application to be made in the form of a signed, notarized statement. See development support staff for landlord release form.

FOR OFFICE USE

REFERENCE: Plan is attached hereto: Yes _____ No _____

Transfer of original Use Permit No. _____

APPROVAL & DATES OF ACTION TAKEN:

1. Application Approved: Yes _____ No _____

Date _____ Zoning District _____

Zoning Officer _____

Conditions of Approval _____

2. Reason for DENIAL of Application _____

NOTE: This permit applies to USE only and shall not relieve applicants from obtaining such other permits as may be required by law. NOTICE: Violation of any provision of this ordinance by any owner or lessee or other person shall constitute a violation of Whitehall Township zoning ordinance and appropriate enforcement will ensue.

COMMERCIAL FEES: (Must include parking plan. If

RESTAURANT, include seating plan AND parking plan)

- ☐ Temporary Use (per event): \$1,000.00
- ☐ Commercial /Industrial / All Others: \$250.00
- ☐ Kiosk / Cart within existing enclosed retail areas: \$75.00
- ☐ Transfer Fee: 25% of original fee

RESIDENTIAL FEES:

- ☐ No Impact Home Occupation: \$25.00
- ☐ Impact Home Occupation: \$50.00
- ☐ Family Day Care: \$50.00

REVISED March 2025