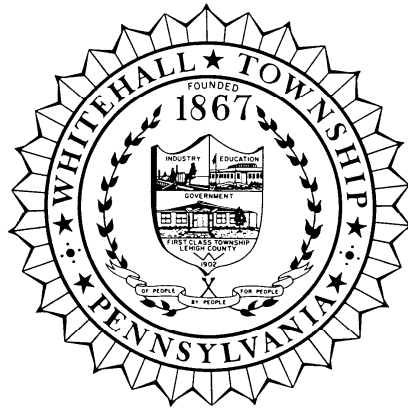


# WHITEHALL TOWNSHIP



**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 DAYCARE.**

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

- A Whitehall Township Business privilege license - \$35.00 Annual Fee
- Whitehall Township Zoning Certification Form – No Fee
- Use Application and Permit – \$50.00
- A plan review of proposed facility and a Certificate of Occupancy Inspection from Whitehall Township -\$50.00. A site plan of area to be used for Family Child 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
- Must provide a copy of the Pennsylvania Child Abuse History Clearance
- Must provide a copy of the Pennsylvania State Police criminal record check

### Group Day Care

- A Whitehall Township Business privilege license - \$35.00 Annual Fee
- Whitehall Township Zoning Certification Form – No Fee
- 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

### Group Day Care (continued)

- 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.
- Certificate of Occupancy Inspection from Whitehall Township – fee based on square footage of area to be used. A site plan of area to be used for
- Group Day care shall be provided with Inspection request if facility is located in a residence, 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
- Must provide a copy of the Pennsylvania Child Abuse History Clearance
- Must provide a copy of the Pennsylvania State Police criminal record check

### Child Care Center

- A Whitehall Township Business privilege license - \$35.00 Annual Fee
- Whitehall Township Zoning Certification Form – No Fee
- 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 daycare 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
- Must provide a copy of the Pennsylvania Child Abuse History Clearance
- Must provide a copy of the Pennsylvania State Police criminal record check

## 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 child care 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 situate. Not more than one non-resident employee shall be permitted at sites where at least two 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 two square feet.
8. The Daycare use shall be conducted only in the principal residential structure, unless otherwise approved.
9. The daycare use shall not occupy more than one building or structure.
10. The daycare use shall not occupy more than 250 square feet of the total above ground floor area of the building or structure.
11. The daycare use shall not exhibit any nuisance characteristics such as dust, noise discernible beyond the property line, odor, smoke, or fumes.
12. The daycare use shall not have more than 2 vehicles at any given time patronizing the business.



## DayCare Checklist (Commercial Facilities)

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.

- Whitehall Township BPL & Zoning Certification
- Whitehall Township Use 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
- PA Child Abuse History Clearance
- Pa State Police criminal record check
- 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 DayCare Checklist

(7-12 Children/Persons)

- Whitehall Township BPL & Zoning Certification
- Whitehall Township Use 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
- PA Child Abuse History Clearance
- Pa State Police criminal record check
- Site plan of area to be used
- Site plan showing parking - 1 off street parking/ non resident 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 DayCare Checklist

(Not more than 6 Children/Persons)

- Whitehall Township BPL
- Whitehall Township Zoning Certification
- Whitehall Township Use Permit
- Commonwealth of PA Dept of Public Welfare Certificate of Registration
- PA Child Abuse History Clearance
- Pa State Police criminal record check
- 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 non resident employee
- Not more than 6 children/persons

Name of facility \_\_\_\_\_

Date received \_\_\_\_\_



TOWNSHIP OF WHITEHALL  
**BUSINESS PRIVILEGE LICENSE**

License No. \_\_\_\_\_

**MUST COMPLETE IN  
 FULL AND RETURN  
 WITHIN TEN DAYS**

**LICENSE**

3221 MACARTHUR ROAD  
 WHITEHALL, PA 18052  
 (610) 437-5529

THE FOLLOWING INFORMATION IS NECESSARY FOR OUR RECORDS AND WILL BE HELD IN THE STRICTEST CONFIDENCE.  
 ALL QUESTIONS MUST BE ANSWERED FULLY.

**FEE \$35.00**

**FOR OFFICE USE ONLY**

BUSINESS PRIVILEGE TAX ACCOUNT NO.

Trade Name		
Street		
City	State	Zip Code
Mailing Address (if other than above)		
Name of Owner		
Business Phone No.	Residence Phone No./ Fax No.	FEDERAL ACCOUNT NO.
Owners Address		Treasurer's Stamp
LICENSE YEAR "License Year" shall mean the period from January 1 to December 31 Inclusive  Fee \$35.00 per year or any fraction thereof		

Partners or Officers Names and Addresses

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Describe Nature of Business ---

CHECK ONE:

License Renewal	<input type="checkbox"/>	License New	<input type="checkbox"/>	Date Operations Began in our Taxing District if New
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Name of Person or Firm Keeping Books

I certify that all information and statements herein are true and correct.

Date

Signature

Title

**ORDINANCE 1638**

**SECTION V: LICENSE.**

After the effective date of this Ordinance, any person desiring to conduct, or continue to conduct any business, as herein defined, within the Township of Whitehall shall file with the Treasurer an application for a Business Privilege License and shall pay of Thirty-Five Dollars for the initial license and Thirty-Five Dollars for each renewal thereof. The License issued shall be conspicuously posted in the place of business for which the such license is issued, and shall remain in effect for the license year or fraction of year for which said license was issued. In cases where more than one place of business is conducted, a separate license shall be issued for each place of business. Any taxpayer who is in default in payment of tax due hereunder shall be refused a license until such tax is paid in full.



# Whitehall Township Zoning Certification

DATE \_\_\_\_\_

This form **MUST** be completed in its entirety prior to the issuance of **ANY** business privilege license whether business is located in Whitehall Township or not

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

CONTACT PERSON & PHONE # \_\_\_\_\_

FAX # \_\_\_\_\_

SITE ADDRESS / JOB SITE LOCATION \_\_\_\_\_

NATURE OF BUSINESS:

- RETAIL     CONTRACTOR     RESTAURANT
- LANDLORD (LIST RENTAL ADDRESS) \_\_\_\_\_
- \_\_\_\_\_
- OTHER \_\_\_\_\_

## **BUSINESSES LOCATED IN WHITEHALL TOWNSHIP MUST ANSWER THE FOLLOWING QUESTIONS:**

HOW LONG HAVE YOU BEEN OPERATING AT THIS LOCATION? \_\_\_\_\_

NUMBER OF EMPLOYEES AT THIS LOCATION: \_\_\_\_\_

NUMBER AND TYPE OF BUSINESS VEHICLES STORED AT THIS LOCATION: \_\_\_\_\_

WHITEHALL TOWNSHIP USE PERMIT # \_\_\_\_\_

DATE OF **TOWNSHIP** CERTIFICATE OF OCCUPANCY \_\_\_\_\_

BUSINESS PRIVILEGE LICENSE NUMBER \_\_\_\_\_

IF THIS IS A HOME OCCUPATION LIST ANY OTHER BUSINESSES AT THIS LOCATION

\_\_\_\_\_

### **PLEASE DO NOT WRITE BELOW THIS LINE**

\*\*\*\*\*

ZONING DISTRICT \_\_\_\_\_

USE PERMIT APPLICABLE    Y / N    N/A

HOME OCCUPATION    Y / N

NO IMPACT HOME OCCUPATION    Y / N

APPROVED \_\_\_\_\_

Revised 9/22/08

FOR INFORMATION, CONTACT  
MELISSA CEASAR, ZONING OFFICER  
610-437-5524, EXT 155

# Township of Whitehall

Lehigh County, Pennsylvania

## USE APPLICATION and PERMIT

(as required by Township Zoning Ordinance and Amendments thereto)

APPLICATION \_\_\_\_\_ USE PERMIT NO.: \_\_\_\_\_ ISSUED: \_\_\_\_\_ BLDG. PERMIT NO.: \_\_\_\_\_

**A. LOCATION, OWNERSHIP & PRESENT USE OF PROPERTY:**

1. Street & Number \_\_\_\_\_
2. Deed Owner \_\_\_\_\_
3. Owner's Address \_\_\_\_\_
4. Present Tenant \_\_\_\_\_
5. Present Use of Structure & Number of Families \_\_\_\_\_
6. Present Building, Describe \_\_\_\_\_
7. Present Use of Land \_\_\_\_\_

Site is Located in \_\_\_\_\_ Zone as shown on Zoning Map

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, misstatement or 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. Type of Work: NEW STRUCTURE \_\_\_\_\_ ADDITION \_\_\_\_\_ INTERIOR ALTERATION \_\_\_\_\_ EXTERIOR ALTERATION \_\_\_\_\_ CHANGE OF USE IN EXISTING STRUCTURE \_\_\_\_\_ HOME OCCUPATION \_\_\_\_\_ OTHER \_\_\_\_\_
2. Proposed Use of Structure & No. of Families \_\_\_\_\_
3. Proposed Use of Land \_\_\_\_\_
4. Proposed Business Name \_\_\_\_\_
5. Type of Business (Explain) \_\_\_\_\_

\_\_\_\_\_ PERMITTED \_\_\_\_\_ PROHIBITED \_\_\_\_\_

**C. OWNER:**

1. Name of Applicant \_\_\_\_\_ Phone # \_\_\_\_\_
2. Address of Applicant \_\_\_\_\_
3. Owner, Lessee or Authorized Agent \_\_\_\_\_

Certified that all information contained in sections A, B & C above is correct and will be adhered to:

Applicant's Signature \_\_\_\_\_

\*If applicant is not property owner, certification must be provided evidencing property owner's permission for within application to be made in the form of a signed, notarized statement.

DO NOT WRITE BELOW THIS LINE!

**D. REFERENCE:**

Plan is attached hereto Yes \_\_\_\_\_ No \_\_\_\_\_

**E. APPROVAL & DATES OF ACTION TAKEN:**

1. Application Approved Yes \_\_\_\_\_ No \_\_\_\_\_ (Date) \_\_\_\_\_

ZONING OFFICER \_\_\_\_\_

**F. REMARKS:**

Reason for denial of application \_\_\_\_\_

NOTE: OCCUPANCY PERMITS WILL BE REQUIRED UPON COMPLETION OF WORK. This permit applies to USE only and shall not relieve applicant 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 disorderly conduct and each 24 hour violation shall be deemed a separate offense, punishable by a fine not to exceed \$500 and/or imprisonment not to exceed thirty (30) days for EACH SEPARATE OFFENSE and EACH DAY OF VIOLATION CONSTITUTES A SEPARATE OFFENSE.