

ENGINEERS SURVEYORS BUILDING CODE INSPECTORS MUNICIPAL SERVICES

**LIGHT-HEIGEL  
& ASSOCIATES, INC.**

A full service provider of  
Pennsylvania Uniform Construction Code (UCC) services.

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*Uniform Construction Code*

**Application Package  
IN-HOME  
DAY CARE PERMIT**

**Penn Township**

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LOCAL LIGHT-HEIGEL OFFICE CONTACT INFORMATION:

**Light-Heigel & Associates, Inc.**  
**430 East Main Street**  
**Palmyra, PA 17078**  
*Attn: Building Codes*  
**Phone: (717) 838-1351**  
**Fax: (717) 838-3820**

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FOR ADDITIONAL INFORMATION:

**Website:** [www.light-heigel.com](http://www.light-heigel.com)  
**E-mail:** [Permits@light-heigel.com](mailto:Permits@light-heigel.com)

**IN-HOME DAY CARE PERMIT:  
Application Requirements**

When an owner of a one- or two family dwelling wishes to use his dwelling to provide day care services for 4-12 children, for less than 24 hours per day, application must be made for a UCC Certificate of Occupancy following the process outlined below. The provision of these services must be secondary to the use of the dwelling as a residence.

When day care services are approved in these dwellings, a UCC certificate of occupancy for an R-3 use group will be issued, as long as the facility satisfies the fire safety requirements specified in the UCC regulation at 403.23 and egress requirements spelled out in the *International Residential Code (IRC)*. This means that, if day care services are provided on a second floor or in the basement, the facility must comply with the emergency escape provisions of the *IRC*.

Also note that, if the one- or two-family dwelling will undergo changes requiring a UCC permit, the owner must secure a building permit for the structural changes.

To obtain a UCC certificate of occupancy for an R-3 day care facility, an applicant must submit:

1. **One (1) fully completed copy of the APPLICATION FOR IN-HOME DAY CARE PERMIT.**
2. **Payment of amount calculated below.**

If your application is complete, we will call to schedule an inspection of the dwelling. Should it meet all UCC requirements, a UCC certificate of occupancy for an R-3 day care will be issued.

1. Upon receipt of this certificate, the facility may be used for the provision of day care services, as long it also meets all other day care licensure requirements enforced by the Pennsylvania Department of Public Welfare.

**In-Home Day Care Permit Fee Schedule**

|                         |          |                 |
|-------------------------|----------|-----------------|
| Base Permit Fee         | =        | \$100.00        |
| Government Surcharge    | +        | \$4.50          |
| <b>Total Permit Fee</b> | <b>=</b> | <b>\$104.50</b> |

**TOTAL PERMIT FEE** = \_\_\_\_\_

Check made payable to: *LIGHT-HEIGEL & ASSOCIATES, INC.*

FOR OFFICE USE ONLY:

CHECK # \_\_\_\_\_ RECEIVED ON \_\_\_\_\_ BY \_\_\_\_\_

**MUNICIPAL FEE** = 20% required.

Make additional check made payable to the Municipality: *Penn Township*

FOR OFFICE USE ONLY:

CHECK # \_\_\_\_\_ RECEIVED ON \_\_\_\_\_ BY \_\_\_\_\_

Uniform Construction Code (UCC)

## APPLICATION FOR IN-HOME DAY CARE PERMIT

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. UCC approval does not constitute compliance with the licensure requirements enforced by the Pennsylvania Department of Public Welfare.

|                              |  |
|------------------------------|--|
| <b>Applicant Information</b> | <p>Applicant Name: _____</p> <hr/> <p>Street Number and Name: _____ Tax Parcel ID #: _____</p> <hr/> <p>City: _____ Zip Code: _____</p> <p>Political Subdivision: _____ County: _____</p> <hr/> <p>Daytime Phone Number: _____</p>   |
| <b>Site Information</b>      | <p>Type of facility:    <input type="checkbox"/> Family Day Care (4-6 children)                      <input type="checkbox"/> Group Day Care (7-12 children)</p> <p>What floor(s) will the child care services be provided on? <b>Check all that apply.</b></p> <p style="padding-left: 100px;">         Basement    <input type="checkbox"/><br/>         First Floor    <input type="checkbox"/><br/>         Second Floor    <input type="checkbox"/><br/>         Third Floor    <input type="checkbox"/> </p> |
| <b>Fee</b>                   | <p>Submit payment with this application, by check or money order made payable to LightHeigel &amp; Associates.</p> <p>This payment covers approval of your application plus the inspection required before issuing our certificate of occupancy.</p>   |

## CERTIFICATION AND/OR ACKNOWLEDGEMENT

Application for a permit must be made by the *owner* or lessee of the building or structure, or *agent* of either or by the *registered design professional* employed in connection with the proposed work.

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the “approved” construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality.

The property owner and applicant assume the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc.

Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body.

Authorized Agent Acknowledgement – I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as an authorized agent and agree to conform to all applicable regulations set forth by PA ACT 45.

I certify that the code administrator or the code administrator’s authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Print Name of Owner or Authorized Agent

\_\_\_\_\_  
Address, City, State, Zip

\_\_\_\_\_  
Date

# UCC and IRC Requirements for Child Care Facilities

## UCC Section § 403.23. Child day care facilities.

- 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 non-replacable, lithium battery listed by Underwriters Laboratories 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 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.

## International Residential Code Requirements

### R-308 Glazing

1. Sliding doors, storm doors, shower/tub enclosure require safety glazing
2. Windows adjacent to stairways require safety glazing or a protective bar
3. Windows within 24" of a door shall be safety glazed

### R-311 Means of Egress

1. Hallways shall be 36" min
2. Not less than one exit door
3. Required exit door shall be 36"x80"
4. Landings required on both sides of doors
5. Handrails required – 34-38" high; 1.25-2" dia
6. Illumination with 3-way switching required on stairways

### R-312 Guards required

1. Porches, balconies, open stairs over 30" high