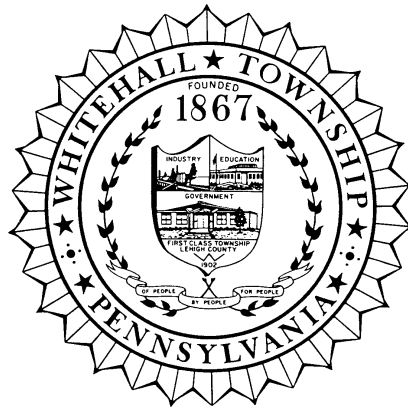


# WHITEHALL TOWNSHIP



**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**

- 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 nonresident employee.
- Must provide a copy of the Commonwealth of PA Dept. of Public Welfare Certificate of Registration.

### **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.
- Permitted by right in the C-1, C-2, C-2A and OP Zoning Districts.
- (1) off street parking space for every nonresident 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.
- Group Day Care shall be provided with Certificate of Occupancy 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.

### 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 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 situate. 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.



## **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 and Zoning Certification Form
- 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/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 and Zoning Certification Form
- 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 DayCare Checklist**

(Not more than 6 Children/Persons)

- Whitehall Township BPL
- Whitehall Township Zoning Certification Form
- 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 \_\_\_\_\_



FEE \$35.00 per year **NON-REFUNDABLE**

TOWNSHIP OF WHITEHALL

Invoice # \_\_\_\_\_

Made payable to Whitehall Township

# BUSINESS LICENSE APPLICATION

3221 MACARTHUR ROAD WHITEHALL, PA 18052  
whitehalltaxoffice@whitehalltownship.com

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

ZONING CERTIFICATION MUST BE SUBMITTED ALONG WITH THIS APPLICATION.

**\*Please Print Legibly\***

|  |                                   |                              |          |   |
|--|-----------------------------------|------------------------------|----------|---|
| <b>Business Name</b>                         |                                   | <b>FEDERAL EIN or TAX ID</b> |          | ASSIGNED BUSINESS<br>PRIVILEGE ACCOUNT NO:<br><br><div style="border: 1px solid black; height: 40px; width: 100%;"></div> |
| <b>Business / Local Address</b>              |                                   |                              |          |   |
| Street                                       | City                              | State                        | Zip Code |   |
| <b>Mailing Address</b> (if other than above) |                                   |                              |          |   |
| Street                                       | City                              | State                        | Zip Code |   |
| <b>Name of Owner or Contact</b>              |                                   | <b>Owners Address</b>        |          |   |
| <b>Business Phone No.</b>                    | <b>Owner or Contact Phone No.</b> | Treasurer's Stamp            |          |   |
| <b>Email</b>                                 | <b>Fax No.</b>                    |                              |          |   |
| Describe Nature of Business ---              |                                   |                              |          |   |

**SHADED AREA FOR OFFICE USE ONLY**

Partners or Officers Names and Addresses

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**CHECK ONE:**

|                 |                          |             |                          |  |
|-----------------|--------------------------|-------------|--------------------------|--|
| License Renewal | <input type="checkbox"/> | License New | <input type="checkbox"/> | Date Operations Began in our Taxing District if New: |
|-----------------|--------------------------|-------------|--------------------------|--|

I \_\_\_\_\_ **certify that all information and statements herein are true and correct.**  
Name of Person or Firm Keeping Books

Date

Signature

Title

### ORDINANCE 1638

**SECTION V: BUSINESS 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 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 \_\_\_\_\_

License Year \_\_\_\_\_

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. There is NO fee for the zoning certification form.

BUSINESS NAME – COMPLETE AS IT APPEARS ON YOUR WHITEHALL TOWNSHIP BUSINESS LICENSE

MAILING ADDRESS (Must include street address) \_\_\_\_\_

CONTACT PERSON and PHONE # \_\_\_\_\_

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

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

**NATURE OF BUSINESS (Check One):**

- RETAIL     CONTRACTOR     RESTAURANT     OFFICE
- LANDLORD - (LIST ALL RENTAL ADDRESS(ES) and COMPLETE **REVERSE SIDE**)
- \_\_\_\_\_
- OTHER \_\_\_\_\_

**ANY BUSINESS LOCATED IN WHITEHALL TOWNSHIP  
MUST ANSWER THE FOLLOWING QUESTIONS: It is your responsibility to  
provide and retain the following necessary information to the Township**

NUMBER OF YEARS BUSINESS OPERATING AT THIS LOCATION \_\_\_\_\_

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 \_\_\_\_\_

USE PERMIT # (required) \_\_\_\_\_

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

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 ---- HO  NIHO

APPROVED \_\_\_\_\_

FOR INFORMATION REGARDING THIS FORM,  
PLEASE CONTACT **THE ZONING OFFICER** AT 610-437-5524, EXT 1155

**FOR INFORMATION REGARDING YOUR BUSINESS LICENSE,  
PLEASE CONTACT THE TREASURER'S OFFICE AT 610-437-5524, EXT 1143**

\*\* Please retain copy of form for your records \*\*



**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 a representative of the proposed business or tenant.**

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

- 1. Site Address \_\_\_\_\_
- 2. Property Owner \_\_\_\_\_
- 3. Property Owner Address \_\_\_\_\_
- 4. Property Owner Email \_\_\_\_\_ Phone \_\_\_\_\_
- 5. 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. Type of Work (**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. Number of Employees \_\_\_\_\_ Number of Company owned vehicles \_\_\_\_\_

**C. OWNER OF BUSINESS:**

- 1. Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_
- 2. Applicant Mailing Address \_\_\_\_\_
- 3. Applicant Email \_\_\_\_\_

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

Applicant's Signature \_\_\_\_\_  
Print Name \_\_\_\_\_

**FOR HOME OCCUPATIONS** - If Applicant is not the property owner, certification must be provided evidencing property owner's permission for application to be made in the form of a signed, notarized statement.

**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 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 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