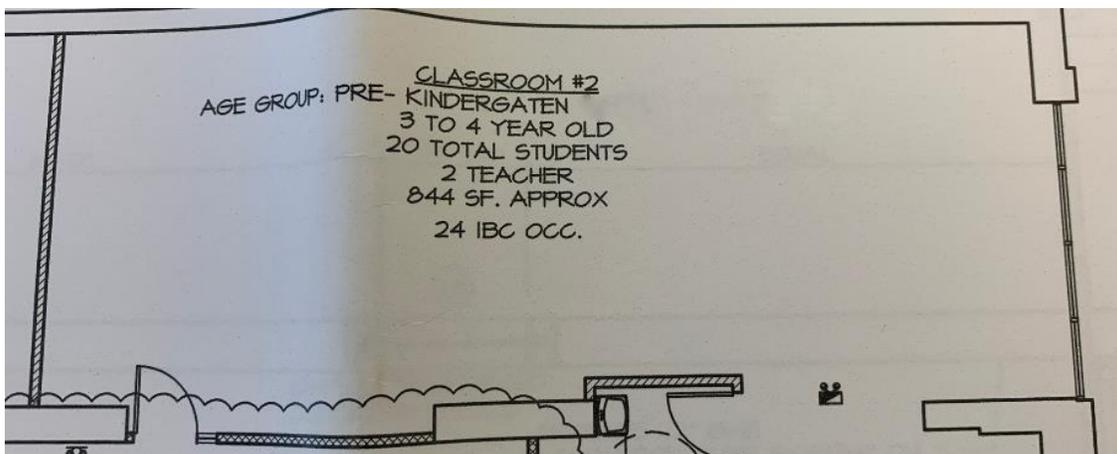




OPENING A CHILD CARE CENTER IN ALLENTOWN

1. **___Apply for a Zoning Permit.** Come to the **4th floor** counter at **City Hall** and ask for the **Zoning** office. A *Zoning Officer* will determine if your location is approved for a childcare center. If it is, the *Zoning Officer* will provide you with a **Zoning Permit** application. Complete the application. A \$100 fee is charged for the permit.
2. **___Complete and submit a Business Registration Questionnaire (BRQ)** to the City Tax Office (Room 215, City Hall) with the \$35 non-refundable application fee.
3. **___Contact Building Standards and Safety** and your assigned Sanitarian to determine plan requirements for your childcare center.
 - a. Please review the Childcare Ordinance for requirements. The Ordinance can be found online at the following link: <https://ecode360.com/36435511>
 - b. Below is an example of the information that is required for each room indicated on your plans. Each room requires the following: 1. Room name 2. Age group of children 3. Number of intended students/children 4. Number of intended Staff 5. Square footage of room. 6. IBC Occupancy Number.



The intended student/children and staff count must comply with the ratio and maximum group sizes outlined in the Childcare Ordinance. Additionally, these numbers cannot be more than the total IBC occupancy listed for each room.

- c. The following items need to be clearly marked on the plans:
 - Three-bay sink and handwashing sink in kitchen or kitchenette
 - Mop or utility sink
 - Hard plumbed handwashing sinks at all diapering stations
 - Outdoor or indoor large muscle activity space
4. **___ Make an appointment with Building Standards and Safety** to drop off plans. On the date of your appointment, bring the additional set of plans and the **\$75 plan review fee** to submit to Health along with a **Health Bureau** application for a **Child Care Operational Certificate. Pay for a Fire Inspection and Training** through the Fire Inspection Office. An invoice will be generated and mailed to you once your BRQ is processed.
5. **___ The plans** will be routed through all necessary departments for approval. Once all departments have approved the plans, Building Standards and Safety will contact you when permits are ready. No work can be done at the location until all the required permits are obtained.
6. **___ Call Building Standards and Safety** after all construction is complete to schedule the inspections you will need to obtain a Certificate of Occupancy (C/O). You will need to send a copy of the Certificate of Occupancy with your DHS application.
7. **___ Call Fire Inspections** and notify of Building Standards and Safety inspection date. A Fire Marshal will need to do an inspection of the facility during that timeframe.
8. **___ Contact the Pennsylvania State Department of Human Services (DHS)** at [1-800-222-2108](tel:1-800-222-2108) and ask for their application for a childcare center. They will send you a packet of information and forms to be completed and sent back to them.
9. **___ Pass Infant/Child CPR and First Aid training.** You are required to successfully pass **Infant/Child CPR and First Aid** training courses. This can be done at any time during the steps above but must be completed before you can be approved to operate by the Department of Human Services (DHS).

10. **Receive DHS Registration.** When you have completed the DHS application process, you will receive a **DHS registration certificate.**
11. **Finish Application for Health Bureau Operational Certificate.** The last step of the process is to complete the capacity information on the previously submitted **Health Bureau** application for a **Child Care Operational Certificate.** Contact the **Health Bureau** at 610-437-7759, 4th floor, City Hall. The application fee varies based on the DHS capacity determination (this number will be listed on your DHS certificate). Once the fee is submitted, you will be contacted by a *Sanitarian* to arrange an appointment for inspection. You must show proof of the following items at that time:
 - a. **Current Infant/Child CPR and First Aid certificates**
 - b. **Current Staff Health Appraisal (the form is in the DHS packet)**
 - c. **Required Clearances (PA State Police, FBI, and Child Abuse)**
 - d. **DHS Registration certificate**
 - e. **Fire Inspection certificate**
 - f. **Business license**

Once you have successfully completed all the above steps, you will be issued an operational certificate by the Allentown Health Bureau and are approved to operate your childcare center. A subsequent inspection of children health records will be conducted approximately 3 months after opening by an Allentown Health Bureau nurse.

Each year, you will be required to re-apply for the following City of Allentown certificates and licenses that expire annually:

- **Business License (Finance)**
- **Fire inspection Permit & Training Course (Fire Inspections)**
- **Child Care Operational Certificate (Health Bureau)**

Renewal applications will be mailed to you prior to the expiration of your certificates/licenses.

CONTACT INFORMATION

CITY OF ALLENTOWN OFFICES AT City Hall, 435 Hamilton St., Allentown, PA 18101:

**Zoning Office
4th Floor, City Hall
610-437-7630
For: Zoning Permit**

**Finance Office
2nd Floor, Room 215, City Hall
610-437-7501
For: Business Registration Questionnaire (BRQ) / Business License**

**Fire Inspection Office
4th Floor, City Hall
610-437-7787
For: Fire Inspection Certificate/Certificate of Occupancy/Training Course**

**Health Bureau Office
4th Floor, City Hall
610-437-7759
For: Child Care Facility Operational Certificate**

**Building Standards & Safety
4th Floor, City Hall
610-437- 7592
For: Plan requirements, an appointment to drop plans off and permits**

**Pennsylvania State Department of Human Services
1-800-222-2108
For: PA State Child Care Facility Registration**