



# In-Home Child Day Care Facilities

## Code Reference:

PA Uniform Construction Code Section 403.23; 55 PA Code Chapter 3290.91 of the Public Welfare Code; 55 PA Code Chapter 3280.91 of the Public Welfare Code.

## In-Home Child Day Care Facility Definition:

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. There are two types of Child Day Care services that is a R-3 occupancy:

- **4-6 children**
- **7-12 children**

## Permit Requirements:

1. **Home Occupation Permit:** Operators of in-home child day-care facilities are required to first secure a Home Occupation Permit through the Township Department of Planning and Zoning.

Contact the Planning and Zoning Department with questions concerning the Home Occupation Application and/or Zoning Hearing Board Application by calling (717) 569-6406 ext. 7 or via e-mail at [pz@manheimtownship.org](mailto:pz@manheimtownship.org).

2. **Certificate of Use and Occupancy:** After receiving approval from the Zoning Hearing Board, a permit application must be made through the Code Compliance Department for a Certificate of Use and Occupancy for a Child Day Care Facility. Cost of the permit application is \$50.00. A final inspection will be needed for the facility upon completion of the items noted on the following pages.

Contact the Code Compliance Department for questions concerning the Certificate of Use and Occupancy or the inspection requirements at (717) 569-6406 ext 6 or via e-mail at [codecompliance@manheimtownship.org](mailto:codecompliance@manheimtownship.org).

# Certificate of Use and Occupancy Inspection Checklist for In-Home Child Day Care Facilities

## Child Day Care facility which provides day care services to 4-6 children.

- 1.) **Smoke Alarm Requirements:** Have UL listed battery-powered smoke detectors installed on each floor, including the basement, outside of each sleeping room area in the immediate vicinity of sleeping rooms, and in each sleeping room. Each smoke alarm shall be installed on the ceiling or wall in accordance with the manufacturer's installation instructions. The Code Official shall approve all alarm locations
  - The smoke detector may be powered by a non-replaceable, 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.
  - Existing 110-volt powered, interconnected smoke alarm systems or monitored fire alarm systems that transmit a fire alarm signal to a central station are subject to inspection and approval. Low voltage monitored fire alarm systems require written verification from a Manheim Township licensed fire alarm contractor stating the smoke alarm was tested within the last year and found to be functioning properly. (Ordinance 2018-4, Section 704.2, and Administrative Order No. 2017-2)
- 2.) **Street Number Requirements:** Display street numbers (numerals only) that are at least 2  $\frac{3}{4}$  inches in height and in a position easily readable in both directions from the adjacent roadway. All numbers shall be of contrasting colors to their background on which they are placed, installed in a permanent nature, and be at least 18 inches above adjacent grade. (Ordinance 2004-7, Section 403.5)
- 3.) **Exit Door Requirements:** Main exit door at the front of the dwelling shall be readily openable from the inside without the use of key or any special knowledge or effort. Double cylinder-keyed dead bolts on the main exit door are prohibited. (Ordinance 2018-4, Section 702.3)
- 4.) **Bedroom Window Requirements:** All bedrooms shall have at least one operable window that is easily opened and self-supporting or one exterior door opening directly to the exterior. Sleeping rooms shall not be permitted in basements without an approved door or emergency escape and rescue window opening directly to the exterior from the sleeping room. (Ordinance 2018-4, Sections 304.13.2)
- 5.) **Fire Extinguisher Requirements:** Install a portable fire extinguisher rated Class B in the kitchen and other cooking areas.
- 6.) **PA State Regulations:** Meet the exiting requirements for licensure under 55 Pa. Code Chapter 3290 (relating to family child care homes) which states as follows:
  - (a) Stairways, hallways, exits from rooms, exits from the facility and other means of egress serving as an exit shall be unobstructed.
  - (b) Protective gates and devices that can be opened easily are permitted, if they open easily and are not disapproved by building codes or local ordinance.
  - (c) If a door or doorway opens or exits directly into a stairwell and if there is no landing beyond the door or doorway, the door shall be restricted from opening or shall be removed and a secure barrier to prevent access to the stairwell shall be erected.

## Certificate of Use and Occupancy Inspection Checklist for In-Home Child Day Care Facilities

### Child Day Care facility which provides day care services to 7-12 children.

- 1.) **Smoke Alarm Requirements:** Have an interconnected smoke detector system. Smoke alarms shall be installed on each level of the home including the basement, outside each sleeping room area in the immediate vicinity of sleeping rooms, and in each sleeping room. Each smoke alarm shall be installed on the ceiling or wall. 110-volt powered, interconnected smoke alarm systems or monitored fire alarm systems that transmit a fire alarm signal to a central station are subject to inspection and approval. Low voltage monitored fire alarm systems require written verification from a Manheim Township licensed fire alarm contractor stating the smoke alarm was tested within the last year and found to be functioning properly. (Ordinance 2018-4, Section 704.2, and Administrative Order No. 2017-2)
- 2.) **Street Number Requirements:** Display street numbers (numerals only) that are at least 2 ¾ inches in height and in a position easily readable in both directions from the adjacent roadway. All numbers shall be of contrasting colors to their background on which they are placed, installed in a permanent nature, and be at least 18 inches above adjacent grade. (Ordinance 2004-7, Section 403.5)
- 3.) **Exit Door Requirements:** Main exit door at the front of the dwelling shall be readily openable from the inside without the use of key or any special knowledge or effort. Double cylinder-keyed dead bolts on the main exit door are prohibited. (Ordinance 2018-4, Section 702.3)
- 4.) **Bedroom Window Requirements:** All bedrooms shall have at least one operable window that is easily openable and self-supporting or one exterior door opening directly to the exterior. Sleeping rooms shall not be permitted in basements without an approved door or emergency escape and rescue window opening directly to the exterior from the sleeping room. (Ordinance 2018-4, Sections 304.13.2)
- 5.) **Fire Extinguisher Requirements:** Install a portable fire extinguisher rated Class B in the kitchen and other cooking areas.
- 6.) **PA State Regulations:** Meet the exiting requirements for licensure under 55 Pa. Code Chapter 3280 (relating to group child day care homes) which states as follows:
  - (a) Stairways, hallways, exits from rooms, exits from the facility and other means of egress serving as an exit shall be unobstructed.
  - (b) Protective gates are permitted, if they open easily and are not disapproved by building codes or local ordinances.
  - (c) If a door or doorway opens or exits directly into a stairwell and if there is no landing beyond the door or doorway, the door shall be restricted from opening or shall be removed and a secure barrier to prevent access to the stairwell shall be erected.