

**APPLICATION FOR FAMILY CHILD CARE HOME LICENSE
AND
LARGE CHILD CARE HOME LICENSE**

Name of Applicant: _____ Phone No.: _____

Address of Applicant: _____

Name of Business: _____

PLEASE CIRCLE YOUR ANSWERS

- | | | |
|---|---|---|
| 1. Is your child care home clearly incidental and secondary to the residential use of the property? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. How many children will be cared for (including children under 5 years who live in the home, foster children 12 and under who live in the home, and children of assistant caregivers)? | <input type="checkbox"/> 7 or fewer | <input type="checkbox"/> 8 to 12 |
| 3. What will be the hours of operation of your child care home (including pickup and delivery of children)? | <input type="checkbox"/> Between 7 am and 7 pm | <input type="checkbox"/> Before 7 am &/or after 7 pm |
| 4. How many employees will you have who do NOT reside in the home? | <input type="checkbox"/> None or 1 | <input type="checkbox"/> Two or more |
| 5. If you plan to have employees who do not reside in the Home, will 1 off-street parking space be provided for each of those employees? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Will sufficient off-street parking be provided for the pick-up and delivery of children? (On-street parking will not be allowed. Off-street parking can be provided on property not more than 400 feet from the home, with written consent of property owner.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. How many commercial vehicles will you use for your child care home? | <input type="checkbox"/> None or 1 | <input type="checkbox"/> 2 or more |
| 8. How many signs will you have for your business and what will be the maximum size of any sign? | <input type="checkbox"/> None or 1, 3 sq. ft. or less | <input type="checkbox"/> 2 or more, More than 3 sq. ft. |
| 9. Will outdoor play areas be located in rear or side yards, enclosed with either a 4-foot fence (family child care home) or 6-foot fence (large child care home)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> NA |

Approved Washington County DHS license is attached.

Family Child Care Home

I, the applicant, have read and understand the Zoning Regulations pertaining to the operation of a Family child Care Home, and I agree to adhere to the performance standards and limitations provided therein.

Signature: _____ Date: _____

For Office Use Only

Approved

Denied

Signature: _____ Date: _____

Large Child Care Home

I, the applicant, would like to apply for a Large Child Care Home License and request the following limitations be approved by the Board of Adjustment:

1. Number of children cared for (including children under 5 years who live in the home, foster children 12 and under who live in the home, and children of assistant caregivers): _____.
 2. Number of employees who do not reside on the premises: _____.
 3. Hours of operation: _____ a.m. to _____ p.m.
 4. Average number of vehicle trips per hour of operation in a given day: _____.
 5. Number of commercial vehicles used for business: _____; Size of vehicles(s) _____ tons.
 6. Number of on-street parking spaces needed: _____.
 7. Will materials be stored outside an enclosed structure? Yes No
 8. Number of planned signs: _____.
 9. Planned size of signs for business: _____sq. ft.
 10. Planned type of signs: Wall mounted Freestanding
- Special Zoning Permit application is completed and attached.

Signature: _____ Date: _____

For office use only:

Board of Adjustment Action: Date: _____ Approved Denied

Conditions:

NOTE TO APPLICANT: YOU ARE ADVISED TO CHECK ANY PRIVATE DEED RESTRICTIONS ON YOUR PROPERTY WHICH MAY PROHIBIT THE ESTABLISHMENT OF A COMMERCIAL OPERATION IN YOUR HOME. WHILE THE CITY OF BARTLESVILLE DOES NOT ENFORCE SUCH PRIVATE RESTRICTIONS, IT IS WISE TO SEE IF ANY SUCH RESTRICTIONS EXIST ON YOUR PROPERTY PRIOR TO INVESTING IN THE ESTABLISHMENT OF A HOME OCCUPATION IN ACCORDANCE WITH CITY REGULATIONS.

MEMO

4/23/04

Codes for Day Care Facilities

2002 National Electric Code:

1. GFCI receptacles located in restrooms within 6 ft. of a water source.
2. GFCI receptacles located in kitchens around counter space except dedicated services for refrigerators, garbage disposals and microwave ovens.
3. All breakers in panel service are required to be labeled and identified.

2003 International Plumbing Code:

1. All lavatories, sinks and bathing facilities are required to provide tempered water having a temperature range between 85F and 110F.
2. All water heaters are required to meet compliance with current codes.

2003 International Mechanical Code:

1. All heating appliances are required to meet compliance with current Codes.
2. All gas piping requires approved shut-off valves at each appliance.
3. Unvented gas-fired heaters shall not be the sole source of comfort heating in a dwelling unit.

**FIRE SAFETY INSPECTION REPORT
DAY CARE CENTERS**

Facility Name: _____ Capacity: _____ Date: _____
Address: _____ City: _____
Owner/Director: _____ Phone: _____

- I. **EXITS:** (XVIV, B & D, pg. 41)
- A. Two means of egress for each room: Yes No
 - B. Two exits from each floor: Yes No
 - C. Exits clear: Yes No
 - D. Adequate emergency lighting: Yes No
- II. **DOORS:** (XVIV, C, pg. 41)
- A. Swing in direction of travel (more than 50 children): Yes No N/A
 - B. Panic hardware (100 or more occupancy): Yes No N/A
 - C. Egress doors 36 in. wide: Yes No N/A
 - D. Closet doors open from inside: Yes No
 - E. Locking bathroom doors open with readily accessible device Yes No
- III. **CONSTRUCION REQUIREMENTS:** (XVIV, E, F, G, & I, pgs. 41-43)
- A. Meets local building codes: Yes No
 - B. Number of stories: _____
 - C. Children 0-3 years old housed on ground level: Yes No
 - D. Stairways enclosed: Yes No
 - E. Interior walls, floors, & ceiling fire rated at least Class C: Yes No
 - F. Roof construction: _____
 - G. Hazardous area(s) separated (see I, pg. 43) Yes No N/A
- IV. **FIRE PROTECTION:** (XVIV, H pg. 42)
- A. Adequate number of operable smoke detectors Yes No
 - B. Manually operated fire alarm (more than 50 children): Yes No
 - C. Class B or BC fire extinguisher in kitchen area: Yes No
 - D. Number, size and type of extinguishers: _____
 - E. Extinguishers serviced and tagged: Yes No
- V. **SERVICE EQUIPMENT:** (XVIV, J, pgs 43-44)
- A. Are gas-fed appliances used: Yes No
 - If Yes:
 - 1. Rigid pipe to service line: Yes No
 - 2. Pilot lights: Yes No
 - 3. Automatic control valve: Yes No
 - 4. ¼ turn shut-off valve: Yes No
 - 5. Properly vented to outside: Yes No
 - 6. Properly enclosed: Yes No
 - 7. Approved type heating unit: Yes No
 - 8. Heaters protected with guard: Yes No
 - 9. Vents & burner adjustments checked annually: Yes No
 - Date checked: _____
 - 10. Heater closets free of stored items: Yes No
 - 11. Cooling, ventilating, heating & cooking equipment
Installed properly: Yes No
 - 12. Range hood and extinguishing system over
commercial cooking equipment: Yes No

- VI. **ELECTRICAL:** (XVIV, K, pg 44)
- | | | |
|--|------------------------------|-----------------------------|
| A. Free of visible electrical hazards: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| B. Extension cords prohibited: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| C. Appliance cords in good repair: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| D. Receptacle covers installed: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
- VII. **ADMINISTRATION:** (XVIV, L, pg 44)
- | | | |
|---|------------------------------|-----------------------------|
| A. Evacuation plans(s) posted: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| B. Emergency numbers with address posted: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| C. Fire drill record available: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Date of last fire drill: _____ | | |
| D. Extinguisher and evacuation training provided: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
- VIII. **EXTERIOR:** (XVIV, M, pg 44)
- | | | |
|---------------------------------|------------------------------|-----------------------------|
| A. Free of trash & tall grass: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| B. Burning of trash prohibited: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| C. Free of hazards: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

VIOLATIONS TO BE CORRECTED PRIOR TO LICENSURE: _____

RECOMMENDATIONS: _____

- APPROVED – No violations
- APPROVED – upon correction of violations to be verified by licensing representative
- NOT APPROVED – Re-inspection by fire official needed

Signature of Inspector

Signature of Facility Operator

APPROVED – Violations corrected: _____
Signature Date

7.3 Child Care and Adult Care Facilities

7.31 Residentially-Based Child or Adult Care Facilities. Where child or adult care facilities are provided as an accessory use in a residential structure occupied principally as a residential use, said facilities shall be approved pursuant to the Home Occupation Regulations contained in Section 7.2 and as modified herein. The State of Oklahoma Licensing Requirements for Family Child Care Homes and Large Child Care Homes, and any amendments thereto, are hereby adopted, except as modified herein.

A. Family Child Care Home. A Family Child Care Home is a family home which provides care and protection for seven or fewer children for part of the 24-hour day. The total number of children in a family child care home includes children under five years of age who live in the home and are present in the home while children are in care, foster children twelve years of age and younger who live in the home and are present in the home while children are in care; and the children of any substitute or assistant caregiver.

A Family Child Care Home shall be a permitted use in all residential zoning districts as a Minor Home Occupation subject to compliance with the performance criteria for a Minor Home Occupation, except as modified by the following conditions:

1. Approved hours of operation for a Family Child Care Home shall be between the hours of 7:00 a.m. and 7:00 p.m. Traffic associated with pickup and delivery of children to this family child care home shall also be limited to these hours of operation. Traffic associated with the Family Child Care Home shall not exceed an average of one (1) vehicle per hour during approved hours of operation.
2. Sufficient off-street parking area must be provided by on-site to accommodate all traffic coming to and from the Family Child Care Home for the pick-up and delivery of children. If such off-street parking is not available on site due to the size or location of the site, such off-street parking can be provided on other property not more than four hundred (400) feet distant from the site with the written consent of the property owner. On-street parking shall not be utilized in conjunction with the operation of a Family Child Care Home.
3. All outdoor play areas for the Family Child Care Home shall be permitted only in an approved rear or side yard and shall be enclosed with a cyclone or comparable fencing at least 4 feet high.
4. The performance criteria for a Minor Home Occupation concerning sewerage and water usage (Section 7.22.A.10), or noise, vibration, glare, fumes, odors, or electrical interference (Section 7.22.A.11) shall not apply to a Family Child Care Home, except to the extent that such is determined to be remarkable for a Family Child Care Home by the Community Development Director or his/her designee.
5. Signage for a Family Child Care Home shall be limited to that permitted by the Minor Home Occupation performance criteria.
6. A Family Child Care Home shall comply with all applicable Federal, State and Local regulations, codes, and requirements.
7. A copy of the approved license issued by the State of Oklahoma, Department of Human Services, Washington County, shall be provided with the application for a Minor Home Occupation for a Family Child Care Home.

Modifications to these conditions shall be permitted only with approval from the Board of Adjustment as a Major Home Occupation.

B. Large Child Care Home. A Large Child Care Home is a residential family home that provides care and supervision for eight to twelve children for part of the 24-hour day. The total number of children in a family child care home includes children under five years of age who live in the home and are present in the home while children are in care, foster children twelve years of age and younger who live in the home and are present in the home while children are in care; and the children of any substitute or assistant caregiver.

A Large Child Care Home shall be permitted in all residential zoning districts subject to the granting of a Special Zoning Permit by the Board of Adjustment as a Major Home Occupation subject to compliance with the performance criteria for a Major Home Occupation, except as modified by the following conditions:

1. Approved hours of operation for a Family Child Care Home may include any part, but not all, of the 24-hour day, as declared in the approved Major Home Occupation Permit. Traffic associated with pickup and delivery of children to this Large Child Care Home shall also be limited to these approved hours of operation. Traffic associated with the Large Child Care Home shall not exceed an average of one (1) vehicle per hour during approved hours of operation.
2. Sufficient off-street parking area must be provided by on-site to accommodate all traffic coming to and from the Large Child Care Home for the pick-up and delivery of children. If such off-street parking is not available on site due to the size or location of the site, such off-street parking can be provided on other property not more than four hundred (400) feet distant from the site with the written consent of the property owner. On-street parking shall not be utilized in conjunction with the operation of a Large Child Care Home.
3. All outdoor play areas for the Large Child Care Home shall be permitted only in an approved rear or side yard and shall be enclosed with an opaque fence at least six (6) feet high.
4. The performance criteria for a Major Home Occupation concerning sewerage and water usage (Section 7.22.B.10), or noise, vibration, glare, fumes, odors, or electrical interference (Section 7.22.B.11) shall not apply to a Large Child Care Home, except to the extent that such is determined to be remarkable for a Large Child Care Home by the Community Development Director or his/her designee.
5. Signage for a Family Child Care Home shall be limited to that declared in the approved Major Home Occupation Permit.
6. A Large Child Care Home shall comply with all applicable Federal, State and Local regulations, codes, and requirements.
7. A copy of the approved license issued by the State of Oklahoma, Department of Human Services, Washington County, shall be provided with the application for a Major Home Occupation for a Large Child Care Home.

C. Adult Care Facilities. Residentially-based care facilities that provide care for adults for part of the 24-hour day shall be treated as family home facilities that provide care for children as set forth in Sections A and B above.

7.32 Commercial Child or Adult Care Facilities. Where child or adult care facilities are provided as the principal use of a structure, said facilities shall be located where permitted in Tables 4.2 and 6.2. Such facilities shall be approved pursuant to any applicable State of Oklahoma Licensing Requirements, and any amendments thereto, except as modified herein.