



**CITY OF BARTLESVILLE  
CHILD CARE HOME BASED BUSINESS LICENSE APPLICATION**

401 S. Johnstone, Bartlesville, OK 74003 Phone (918) 338-4233 or (918) 338-4244

<b>INSTRUCTIONS:</b> Please complete application (print or type only). Do not write in shaded areas. Licensing period runs from July 1 to June 30 of each year. Business license must be renewed annually. Return application with a check for the required fee made payable to the <b>City of Bartlesville</b> .		<b>OFFICE USE ONLY</b>
<b>1</b> Business Type: _____	<b>2</b> Business Start Date (at this location): _____	
<b>3</b> Primary Function of Business: _____	<b>4</b> Is this a new business? ____ Yes ____ No Is this a new location for an existing business? ____ Yes ____ No	<b>SIC #</b>
<b>5</b> D.B.A. (Name of Business): _____  Business Location: _____ City _____ State _____ Zip _____		<b>County Parcel No.</b>
Mailing Address (if Different from Business Location): Address _____ City _____ State _____ Zip _____		<b>(Inspector)</b> Scott Ullrich 918-214-4778 <b>(FIRE)</b> David Topping 918-397-7201
<b>6</b> Owner/Principal/Corp. Officer: Name _____ E-mail address: _____ Title _____ Address _____ City _____ State _____ Zip _____ Telephone No. _____ Fax No. _____		<b>CO #</b>  (Copy Attached)
<b>7</b> Business Ownership Status: ____ Sole Proprietor ____ Partnership ____ Corporation ____ LLC ____ Non-Profit ____ Other:	<b>8</b> Emergency Contact Information: (Required for fire and police protection) Name _____ Telephone No. _____	<b>CHECKLIST:</b> ____ Minor Home Occ ____ Major Home Occ
<b>9</b> Applicant Contact Information: Business Phone No. _____	<b>10</b> Federal Employer's ID #: _____ <b>OR</b> Social Security #: _____	
<b>A.</b> Will there be 7 or less children cared for (including children under 5 yrs who live in the home, foster children 12 and under who live in the home, and children of assistant caregivers)?----- Yes No	<b>F.</b> Will sufficient off-street parking be provided for 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 ft. from the home, with written consent of property owner.)----- Yes No	
<b>B.</b> Will the hours of operation of your child care home be between the hours of 7 am and 7 pm (including pickup and delivery of children)? ----- Yes No	<b>G.</b> Will you be using more than 1 commercial vehicle for your child care home?----- Yes No	<b>FEE:</b> \$40.00/year (\$20.00 bi-annually)
<b>C.</b> Is your child care home clearly incidental and secondary to the residential use of your property? ----- Yes No	<b>H.</b> Do you plan to have a sign for your business?----- Yes No	
<b>D.</b> Will you have one or LESS employees who do NOT reside in home? ----- Yes No	<b>I.</b> If you have a sign, will it be 3 Sq. Ft. in size or less and mounted on the home?----- Yes No	<b>TOTAL DUE:</b> _____
<b>E.</b> If you plan to have one employee who does not reside in the home, will one off-street parking space be provided for them?-- Yes No	<b>J.</b> 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)?----- Yes No	
I declare under penalty of perjury that the above application is true and correct to the best of my knowledge. I certify that I will operate my business in accordance with all applicable Federal, State and City laws and regulations. I further understand that any false statements made above are grounds for denial, cancellation, suspension, or revocation of the business license and/or certificate of occupancy. In addition 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.		<b>Application Approved By:</b> (Land Use/Planning)
_____ <b>Signature of Owner or Authorized Agent</b>	_____ <b>Title</b>	<b>Application Approved By:</b>
_____ <b>Date</b>		



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

Name of Applicant: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Name of Business: \_\_\_\_\_

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**PLEASE CIRCLE YOUR ANSWERS**

1. Is your child care home clearly incidental and secondary to the residential use of the property?  Yes  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)?  7 or fewer  8 to 12
3. What will be the hours of operation of your child care home (including pickup and delivery of children)?  Between 7 am and 7 pm  Before 7 am &/or after 7 pm
4. How many employees will you have who do NOT reside in the home?  None or 1  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?  Yes  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.)  Yes  No
7. How many commercial vehicles will you use for your child care home?  None or 1  2 or more
8. How many signs will you have for your business and what will be the maximum size of any sign?  None or 1, 3 sq. ft. or less  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)?  Yes  No  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: \_\_\_\_\_

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## 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: \_\_\_\_\_

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- 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

- V. **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 |
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- 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 |
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- 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 |

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VIOLATIONS TO BE CORRECTED PRIOR TO LICENSURE: \_\_\_\_\_

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RECOMMENDATIONS: \_\_\_\_\_

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

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Signature of Inspector

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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.