

TYPE 'A' FAMILY DAY CARE PROCEDURE

ALLOWED IN RESIDENTIAL NEIGHBORHOODS PURSUANT TO T.M.C. 1117.0107 Use Categories

- ❑ Customer applies with Human Services, 9th floor, Government Center
- ❑ Customer must get approval from the Plan Commission (419-245-1200) and neighborhood approval to meet parking requirements. Requires a Special Use Permit.
- ❑ Customer submits properly filled out daycare application along with four (4) sets of plans pursuant to Section 5101:2-131-21 of the Ohio Administrative Code to the One Stop Shop Division of Building Inspection.
- ❑ Permit Technician reviews application for completeness and verifies it is 1-2-3 family home and that the owner resides there. Enter as plan review on system, accept fee of \$50 and validate the day care application. Review plans-Fill out checklist and attach to all copies of plans.
- ❑ If applicant is to proceed with day care, he/she must pay special paid inspection fees of \$50 each for building, electrical and heating (plumbing instead of heating if wet heat). No inspection is required of plumbing fixtures. Applicant must, also, pay \$50 for a report submitted to Human Services Dept. Any required permits are independent of the special inspections.
- ❑ If, after receiving plan review checklist, applicant decides not to pursue a license, return three copies of plans to applicant. File one copy in the street file after noting on same that applicant did not want to pursue inspection.
- ❑ Attach a copy of the application and plans to the building inspection checklist form when the inspections are scheduled. Use an inspection checklist to schedule the inspection.
- ❑ Inspections are to be performed only to document compliance with OAC 5101:2-13-21 Building Approval. A checklist has been provided for this purpose. Please be thorough in your notations. Only serious life threatening, safety issues can be cited outside of the established guidelines.
- ❑ After inspections are performed, applicant will be provided a copy of any checklist which has a no answer on it so that corrections can be made. Upon correction of violations, the applicant must pay an additional fee of \$50 per trade before reinspection will be made.

APPLICATION TO CITY OF TOLEDO FOR PLAN REVIEW 'TYPE A' FAMILY DAY CARE
 (Return To Division of Inspection, One Government Center, Suite 1600, Toledo, OH 43604 – 419-245-1220)

Address _____ Zip Code _____

Applicant Name _____ Phone # _____

Is the home a detached one, two or three family dwelling? Yes _____ No _____

Are you the owner of the above listed address? Yes _____ No _____

Are you a full time resident of the address listed above? Yes _____ No _____

What is the width of your lot? _____

Is the structure heated by Warm Air? _____ Boiler? _____

AREAS TO BE USED FOR CHILD CARE:

ROOM	ROOM SIZE	FLOOR	AGE OF CHILDREN
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature of Owner _____ Date _____

Submitted _____

Sworn to and subscribed in my presence this _____ day of _____, 200__ in the County of Lucas, State of Ohio.

 Notary Public – My commission expires:

If plans do not meet the following criteria, you will be required to submit new plans and pay another \$50 plan review fee.

- Four sets of drawings showing each floor level of the structure. The areas which will be used for child daycare purposes shall be clearly identified.
- The drawings must be neat and complete but they may be drawn freehand and need not be to scale. The drawings must show the location and dimensions (to the nearest inch) of all rooms, closets, doors, windows and stairways. Windows sizes shown must be measured from the inside of an open or removable window. Porches and exterior stairs shall be shown. Stairways shall indicate the number of risers and treads.
- Furnaces, fireplaces, hot water heaters and any other heating appliances shall be identified in their proper location.

If you are not in compliance with OAC Section 5101:2-13-21 at time of inspection, you will be required to pay a reinspection fee of \$50 per trade prior to each additional visit.

