



## Lancaster Fire Department IN- HOME DAY CARE INSPECTION REQUIREMENTS

1. In-Home Day Cares are required to obtain a Special Use Permit (SUP) from the City of Lancaster's Planning & Development Department, 211 N Henry St., Lancaster, TX 75146 972-218-1240.
2. Once you receive a SUP you must file for an Operational Permit Application through the Fire Marshal's Office located at the Lancaster Fire Department, 100 Craig Shaw Memorial Parkway, Lancaster, TX 75134 (972) 218-2600.
3. Day Care Facilities fall under three categories.

- a. A day care that is conducted in a residence and where there are 5 or less children can be conducted out of the home with no fire sprinkler present. The following section is from the 2015 International Building Code.

**305.2.3 Five or fewer children in a dwelling unit.** A facility such as the above within a *dwelling unit* and having five or fewer children receiving such day care shall be classified as a Group R-3 occupancy or shall comply with the *International Residential Code*.

- b. A day care conducted in a residence and where more than 5 children are present is classified as an I-4 occupancy. All I-4 occupancies require an automatic fire sprinkler system. The following section is from the 2015 International Building Code.

**308.6 Institutional Group I-4, day care facilities.** Institutional Group I-4 occupancy shall include buildings and structures occupied by more than five persons of any age who receive *custodial care* for fewer than 24 hours per day by persons other than parents or guardians, relatives by blood, marriage or adoption, and in a place other than the home of the person cared for. This group shall include, but not be limited to, the following:

Adult day care  
Child day care





- c. There is an exception to the I-4 occupancy classification above. Child day care facilities that have between 6 and 100 children can be classified as an E Occupancy provided that:
- i. All of the rooms where children will be cared for must be located on the first floor.
  - ii. Each room where children are kept must have an exit door leading directly to the outside of the building.

**308.6.1 Classification as Group E.** A child day care facility that provides care for more than five but not more than 100 children 2 1/2 years or less of age, where the rooms in which the children are cared for are located on a *level of exit discharge* serving such rooms and each of these child care rooms has an *exit* door directly to the exterior, shall be classified as Group E.

Group E Occupancies do not require an automatic fire sprinkler system unless the building exceeds 12,000 square feet.

4. A completed floor plan with room dimensions and designated exits is required.
5. Personnel are required to have First Aid and CPR licenses. A First Aid Kit must be on the premises at all times.
6. Install one (1) 3A 40BC Fire Extinguisher near the front or rear door. All extinguishers must be inspected by a licensed fire extinguisher company. (If the In-Home Day Care is permitted in a two-story home, there must be one (1) 3A 40BC Fire Extinguisher upstairs as well as downstairs.)
7. Safety Plug Covers needed throughout the premises.
8. Play area must be kept clean of all hazards.





9. All medication are to be in a lock box and household chemicals must be out of reach of children or safety latches have to be on cabinet doors. All matches/lighters must be out of reach of children.
10. Garage must be a safe environment and all flammable liquids out of reach.
11. All natural gas and propane lines are require to be tested by a licensed plumber. A re-test must be made every five (5) years.
12. Day Cares are not allowed to use the second floor unless a second means of egress is available off the 2<sup>nd</sup> floor via an outside stairwell.
13. Extension cords, space heaters and any open flames (candles, fire place) are not allowed.
14. If you have a sliding glass door, the sliding glass door has to be identified as such at a child's eye level.
15. The floor area is 35 square feet per occupant. This area is intended to be only the room areas that are used for specific occupancy purposes and does not include circulation areas, corridors, stairs, garage or service, utility, toilet and mechanical rooms.
16. Smoke Alarms/Detectors must be in each bedroom and all interior corridors. All devices are to be interconnected. Any smoke detectors that are 10 years old need to be replaced

**Should any inspection fail for noncompliance with City Codes a second inspection is required, and an additional fee of \$50.00 will be charged. This fee will increase by \$25.00 for each subsequent re-inspection.**

**When you are confident that the above lists of requirements have been met submit an Operational Permit Application and fee, along with a floor plan to the Fire Marshal's Office at the Lancaster Public Safety Building (address above). At that time we will schedule an inspection appointment for the Fire Marshal to inspect the property. Once the property has passed inspection an Operation Permit will be provided.**

