



Fire Prevention Office
 Allentown Fire Department
 Office 610.437.7758
 Fax 610.437.8781

**COMMERCIAL DAYCARE OR EDUCATIONAL FACILITY
 APPLICATION FOR ANNUAL PERMIT AS REQUIRED BY THE FIRE PREVENTION CODE**

Application is hereby made for a permit and/or certification to conduct, perform, engage in, or occupy any of the operations, processes, activities, or structures as provided for in Section 105 of the City of Allentown Fire Prevention Code. By this application, it is agreed that the occupancy will comply with all applicable ordinances and regulations. It is further agreed that said occupancy shall be open to inspection by the Allentown Fire Department.

INSTRUCTIONS: Make check or money order payable to the City of Allentown. **DO NOT SEND CASH.** Send the permit/inspection fee along with the completed application to **Allentown Fire Prevention, 435 Hamilton Street, Room 425, Allentown PA 18101.**
PERMITS ARE NOT TRANSFERABLE. *** Permit and inspection fees not paid within thirty (30) days shall be subject to an added ten (10) percent late charge, to cover the added costs of collection.***

ASSOCIATED PERMIT FEES ATTACHED.

COMPLETE ALL APPLICABLE INFORMATION

Facility Name	
Name of Person Responsible	
Address	
City, State, Zip Code	
Business Phone Number	
Emergency Phone Number	
Business Email Address	
Name of Property Owner	
Phone Number of Property Owner	

Permit Class / Daycare Size	Permit Period	Permit Fee	Daycare Safety Certification Class
Class A - 100+	1 Year	\$150.00	\$150.00
Class B - 13 - 99	1 Year	\$120.00	\$125.00

Please review and complete the checklist on the back of this page and return it with this completed application and payment.

**ALLENTOWN FIRE DEPARTMENT
INSPECTION CHECKLIST
COMMERCIAL DAYCARE AND EDUCATIONAL FACILITY**

The International Fire Code (IFC) 2018 Edition has been adopted by the City of Allentown. Fire codes listed are not a comprehensive list and do not encompass all applicable codes. The noted code sections are commonly encountered and generally applicable for this inspection type.

In an effort to streamline the inspection process for your facility and the inspecting Fire Marshal we have included some guidelines specific to your business to help you prepare before the inspection to ensure you receive a passing inspection and **avoid multiple visits for any violations**. [Please use the checklist below before returning the application and payment.](#)

	IFC 603. Heating System Serviced per guidelines. Gas-2 Yr., Oil 1 Yr. Maximum Intervals
	IFC 315. Storage practices in compliance. All combustible storage away from furnace or baseboard heat.
	IFC 604. Occupancy free from obvious electrical/extension cord hazards.
	IFC 1104. Number of exits in compliance and accessible.
	IFC 1020. Aisles maintained at 72 inches for 100 persons or more.
	IFC -901.6. Manual fire alarm present and tested. (Required for over 50 children).
	IFC 901.6. Automatic fire detection operable and tested. (May not be required) Test records required if installed.
	IFC 903.2. Fire sprinklers installed. (May not be required) Test records required if installed.
	IFC 907.8. Records required and attached for fire alarm & sprinkler systems.
	IFC 1104.7. Exit hardware and locks in compliance.
	IFC 1013 & 1013.4. Exit signs installed and operable with battery backup. (If required)
	IFC 1031.10. Emergency lighting installed and operable. (If required)
	IFC 405. Fire drills practiced and records kept.
	IFC 807. Approved décor.
	IFC 901.6 & 906.2. Fire extinguishers installed and tested per code.
	IFC 5701. Flammable liquid storage within guidelines, none in the basement.
	More than 5 children under the age of 2 1/2 requires extra protection including smoke detection system and sprinklers unless direct egress is provided from each room.
	IFC 1103.9. Carbon monoxide alarms shall be installed in any childcare building where there is a possible source for carbon monoxide on every level.
	IFC 807.7.5.1- No clothing or personal effects shall be stored in corridors and lobbies.
	IFC 505.1. Address visible from the street.

Return with yearly permit payment to the Fire Prevention Office