



CHILD CARE PROVIDER GUIDE

TO ZONING, BUILDING AND SAFETY, FIRE, HEALTH,
AND LICENSING REGULATIONS

COUNTY OF LOS ANGELES
CHIEF ADMINISTRATIVE OFFICE, SERVICE INTEGRATION BRANCH
OFFICE OF CHILD CARE
JULY 2007

COUNTY OF LOS ANGELES CHILD CARE PROVIDER GUIDE



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INTRODUCTION

We are delighted to learn of your interest in offering child care and development services! The demand for high quality, licensed child care and development programs cuts across Los Angeles County. This Child Care Provider Guide (Guide) is one part of the County's effort to promote and facilitate the development of quality, licensed child care options that are also affordable and accessible to families. We hope to work with you in developing these needed services.

As you browse through the Guide, you will find that providing quality, licensed child care is as challenging and demanding as it is rewarding. During the first five years of a child's life, incredible physical, emotional, social, and cognitive growth takes place. Developmentally appropriate child care services can support and enhance this growth. Inappropriate care during these early years can undermine or damage a child's ability to realize his or her full potential. Even though child care involves a lot of hugs, tickles, and giggles, it is a very serious enterprise.

Many prospective child care providers are amazed at the number and complexity of government agencies that regulate child care programs. This Guide is intended to assist you by clarifying which regulations govern which types of child care services. Three models of care are reviewed in this Guide:

- Small Family Child Care Homes
- Large Family Child Care Homes
- Child Care Centers

The Guide will be most helpful for persons developing programs in the unincorporated areas of Los Angeles County. However, centers throughout the County with the exception of those operating in Long Beach, Pasadena, and Vernon¹ must obtain a Public Health License from the Department of Public Health. Otherwise, if you are interested in providing child care within an incorporated city in Los Angeles County, you will need to research the zoning and fire regulations of that particular city.

Every effort has been made to provide you with the most current information on the development of a child care program within the unincorporated areas of Los Angeles County. Please be aware, however, that regulations and their interpretations change with alarming speed and most often do so immediately after you have committed one version to print! We urge you to use this document as a guide and to research thoroughly all aspects of developing a child care service **before** making any financial or construction decisions. Lastly, a Resource Directory is provided at the end of the Guide to help you locate the appropriate government entities and organizations referenced throughout the document.

¹ Centers operating in Long Beach, Pasadena, and Vernon should contact their respective local Health Department to learn about the requirements for food service and other health concerns in that city.

Once you have digested this material, you will want to follow these first steps:

STEP 1.

Decide on the type of licensed child care – family child care home, or center – you would like to offer and think about the ages and number of children you wish to serve. You may also want to think about the families you plan to serve and how they will pay for your services.

STEP 2.

Attend a Child Care Licensing Orientation meeting. Orientations are mandatory if you plan to open a licensed family child care home or center. There is a non-refundable fee of \$25 for prospective family child care providers and \$50 for prospective centers that must be paid by personal check, cashiers check, or money order payable to: California Department of Social Services (DSS). Your licensing application is due within one year of attendance. Call your local Regional Office listed in the Community Resources section of this Guide for information on the orientation schedule and to register. You may also visit the DSS, Community Care Licensing Division (CCLD) web site at www.cclcd.ca.gov to view the orientation schedule and for more information and updates on licensing.

STEP 3.

Identify a site for your family child care home or center and prepare basic site and floor plans.

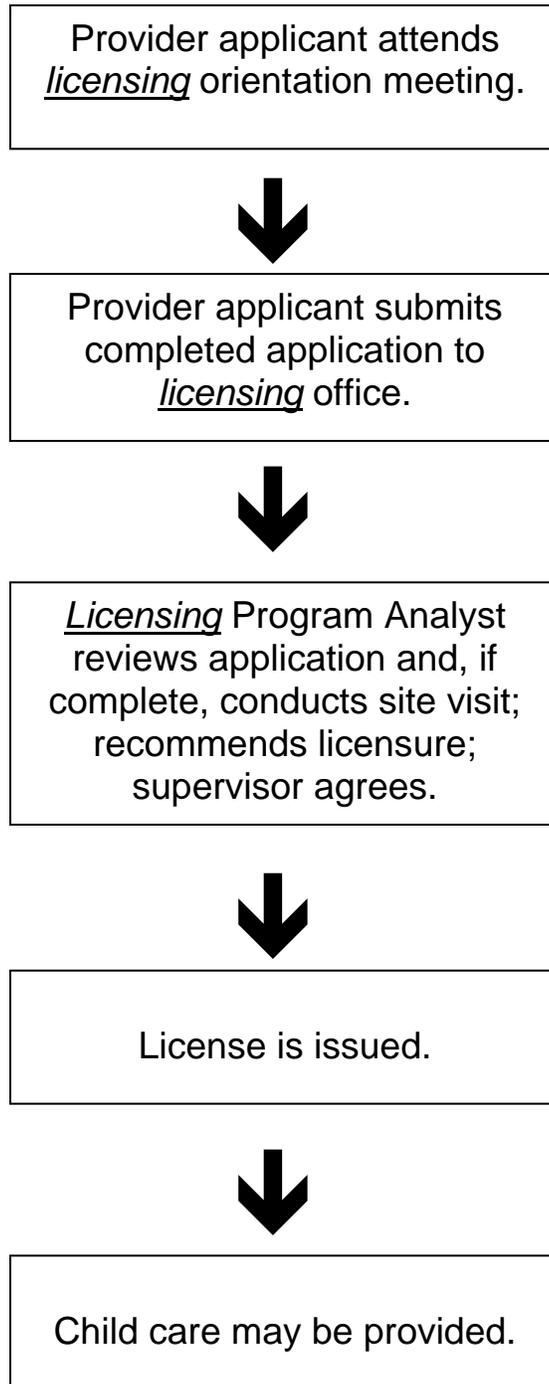
STEP 4.

Whether you are planning to use an existing site, plan to remodel, or begin new construction, consult with a planner at the Land Development Coordinating Center located at the Department of Regional Planning (see Resource Directory section). The planner is available to meet with you, discuss your project, and offer both time- and cost-saving suggestions. Prospective family child care providers may walk-in for a consultation from 7:30 a.m. to 6:00 p.m. Monday through Thursday; be sure to bring to the consultation the following information and materials: assessor parcel number or address; your proposed plan, including the number of children you plan to serve; and a site plan showing your property. Prospective centers are encouraged to schedule an appointment with a planner by calling (213) 974-6411. Centers should bring to their consultation the following information and materials: plot plan, including how you plan to address parking for your staff and families; the number of children you plan to serve; and your projected number of employees. Additional resources for technical assistance may be found in the Resource Directory contained in this Guide.

SMALL
FAMILY
CHILD
CARE
HOMES

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SMALL FAMILY CHILD CARE HOMES



This chart represents a simplified overview of the process.

OVERVIEW OF ESTIMATED FEES: SMALL FAMILY CHILD CARE HOMES

Government entities often impose fees to recover their costs for conducting business, including the regulation of child care programs. The chart below illustrates the government entities that you will encounter and their fees. Note that fees are subject to change, in some cases annually.

STATE LICENSE FOR CHILD CARE

Orientation Fee	\$25.00
Application/Annual Licensing Fee	\$60.00

CLEARANCES

Criminal Record Clearance ²	\$55.00 per person
Tuberculosis Test and Results	Depends ³

² The Criminal Record Clearance includes the Department of Justice (DOJ) fee (none), the FBI fee (\$24), the DOJ Child Abuse Central Index (CACI) fee (\$15), and the LiveScan Fee (\$16). The LiveScan processing fee may vary depending on the agency that does it; this is Community Care Licensing's LiveScan processing fee.

³ Fees for TB skin tests and results for individuals may vary from free to \$25 depending on where and by whom the testing is conducted.

SMALL FAMILY CHILD CARE HOMES

Small family child care is defined by the California Health and Safety Code as regularly provided care, protection, and supervision of children in the caregiver's own home for periods of less than 24 hours per day while the parents or authorized representatives are away. The maximum number of children for whom care shall be provided is eight.

The maximum number of children varies depending on the age of the children that may be cared for in a small family child care home, are:

- Four infants only (from birth to 24 months), OR
- Three infants and three children over the age of two, OR
- Two infants and six older children, with at least two children over the age of six.

The caregiver's own children under the age of 10 are included in the number of children who can be cared for in a small family child care home.

Small family child care may only be operated from a residential family dwelling.

Small family child care providers operating within the unincorporated areas of Los Angeles County are not required to secure a change in the Certificate of Occupancy, business license, or special building permits.

ZONING

The County's Department of Regional Planning is responsible for regulating land use in the unincorporated areas of the Los Angeles County. Within these areas, small family child care is permitted by right in residential family dwellings and is considered a residential use of property for the purpose of all local ordinances. Consequently, no permit is required and no additional zoning requirements are imposed on small family child care homes. It is possible to operate small family child care in a single family home and multi-family residential buildings. For more information on applicable county zoning codes, contact the County's Department of Regional Planning listed in the Resource Guide.

BUILDING AND SAFETY

Small family child care homes are subject to the building codes, plan checks and permits, which govern residential uses of property. Any plans to modify an existing structure should be reviewed with the local County's Department of Public Works (DPW) Building and Safety Division office prior to initiating the work.

To learn about the location and hours of your local building and safety office, contact the DPW Building and Safety Division listed in the Resource Directory section.

FIRE SAFETY CLEARANCE

A fire safety clearance conducted by the local fire department is not required for small family child care homes.

In accordance with the California Code of Regulations, Titles 22 and 24, the Los Angeles County Fire Department requires that small family child care homes contain a fire extinguisher, with a minimum rating of 2A:10BC, and at least one smoke detector device that meets established standards. The number of smoke detectors needed, will depend on the size of the home.

BUSINESS LICENSE

A business license is not required for small family child care homes located in unincorporated areas of Los Angeles County. Other jurisdictions or cities may require family child care providers to obtain a business license; be sure to check with your city's office responsible for issuing business licenses to learn if one is required and, if so, the requirements and application process.

STATE LICENSE FOR CHILD CARE

The California Department of Social Services, Community Care Licensing Division (DSS, CCLD) regulates and licenses small family child care homes. A license is required before family child care is provided, except in the following situations:

- (1) The children being cared for are related by blood or marriage to the child care provider.
- (2) The children being cared for are all from one other family, (in addition to the child care provider's own children).
- (3) The care provided to the children is part of a cooperative arrangement between parents for the care of their children by one or more of the parents, when no payment for the care is involved. Be aware that strict requirements govern parent cooperative child care situations. More information on these exemptions is available in the Title 22 Regulations, on CCLD's web site at www.cclld.ca.gov.

Prospective family child care providers are required to attend a licensing orientation conducted by their local CCLD. There is a non-refundable fee of \$25 for prospective providers, which must be paid by personal check, cashier's check, or money order payable to California Department of Social Services. Your licensing application is due within one year of attendance. To sign up for an orientation, contact your local regional office listed in the Resource Directory section. You may also visit CCLD's web site at www.cclld.ca.gov to view an orientation schedule and download the application instructions and forms, which you must bring with you to the orientation.

To initiate the application process, prospective family child care providers must submit a completed application (including all fees and required documents) to the: Department of Social Services, Community Care Licensing Division. The Application for Instructions for a family child care home and links to the forms are available online at www.cclcd.ca.gov or from your local regional office and include:

- Application for a Family Child Care Home License (form LIC 279)
- Current Children in Your Home (form LIC 279B)
- Criminal Record Statement for each adult in the home (form LIC 508)
- Emergency Disaster Plan (form LIC 610A)
- Statement Acknowledging Requirement to Report Suspected Child Abuse (form LIC 9108)
- Facility Sketch – Floor and Yard Plan (form LIC 999A)
- Pre-Licensing Readiness Guide (form LIC 9217)
- Property Owner/Landlord Notification, if rent or lease (form LIC 9151)
- Property Owner/Landlord Consent (form LIC 9149)
- Evidence of current (within one year) tuberculosis clearance for all adults who work and/or reside in the home
- Valid Orientation Certificate
- 15 Hour Health and Safety Class Certification or class registration – class must include CPR and Pediatric First Aid
- Fingerprints by LiveScan of the child care provider and any other adults who work or reside in the home
- Child abuse index check forms for the child care provider and any other adults who work or reside in the home
- Application fee of \$60.00 payable to: California Department of Social Services

Be sure to keep a copy of your entire application for your records.

Upon receipt of these forms, a Licensing Program Analyst will review your application. If you meet all of the requirements, the Licensing Program Analyst will schedule an appointment to visit you and evaluate the health and safety of your home.

During the evaluation visit, the Licensing Program Analyst is interested in seeing that your home meets the State's basic health and safety standards. The following is a partial list of items with which the Licensing Program Analyst expects to find in compliance:

Safety of the Home

- The home is clean and orderly, properly heated, and ventilated.
- The home has telephone service.
- There are safe toys, play equipment, and materials, and there are enough for all children.
- Stairwells in multi-story homes are safely secured from the children.
- Poisons, medicines, and other hazardous substances are inaccessible to children.
- An approved fire extinguisher (2A:10BC) is available and smoke alarms are properly installed.
- Fireplaces and open-face heaters are properly screened.
- Emergency telephone numbers, including poison control, are close to the telephone.
- Poisonous and hazardous products, including cleaning supplies and detergents, are out of reach of children and locked up.
- Medicines are out of reach of the children, including medicines in bathroom cabinets.
- Any firearms and/or dangerous weapons are not loaded and are in locked cabinets. Bullets for all guns are locked and stored away from the guns.
- Accommodations, furnishings, and equipment are safe, healthful and comfortable.
- Outdoor play area is fenced or closely supervised.
- Stairs are gated to keep infants and toddlers from falling.
- Bodies of water are fenced or made inaccessible. Fencing is at least five feet high.
- Smoking is not permitted while children are in care.
- Your driver's license is current; cars are safe and seating capacity is not exceeded.

- Infants and children are in appropriate car and booster seats, and everyone uses seat belts.
- Food brought by each child's parent is labeled with the child's name and stored in the refrigerator when required.
- Baby walkers, bouncers, and jumpers are not used for children in care and are kept where children cannot get them.

Records

- You have liability insurance or a bond. If you do not, you have statements from the parents saying they know you do not have liability insurance or a bond.
- Emergency information and a medical consent card for each child is available.
- There is an emergency disaster plan on hand and a record of fire and disaster drills are held at least every six months.
- A list of all the children in care is maintained.
- Pediatric CPR and first aid cards are valid and proof that health care training has been completed.
- Annual license fee is paid.
- License number is on all advertisements.
- Proof of property ownership is available. If the home is owned, a copy of the deed or property tax statement; if rented or leased, a copy of the lease or rental agreement.
- Property owner has given their written consent for you to care for up to eight children.
- Parents of all the children sign Parent's Rights forms.
- Parent's Rights Poster is posted.
- Notice of Employee Rights is signed and personnel records are maintained.
- Copies of licensing reports and substantiated complaints are available for parent review.

Care and Supervision

- There are no more children in the home than the license allows.
- Assistant caregiver is present when required.
- Children are supervised at all times.
- Children are not spanked, slapped, hit, or prevented from eating, sleeping, or going to the bathroom.
- Children who are sick are cared for separately from other children who are not sick.

Health and Safety

- All children in care have been immunized and are current. Or, parents have signed the “Personal Beliefs Affidavit” located on the back of the California School Immunization Record.
- You are engaged in common health and safety practices, making sure that children are safe from harm and personal hygiene practices that prevent the spread of illness or disease are in place.

Family child care homes complying with these items and with those specified in the Health and Safety Code shall be granted a license.

INSURANCE

Small family child care providers are required to maintain one of the following:

- 1) Liability insurance covering bodily injury to children and guests in the amount of \$100,000 per occurrence and \$300,000 annual total; OR
- 2) A bond in the amount of \$300,000 to cover liability for child injuries; OR
- 3) Signed affidavits from parents of all participating children, stating that they are aware that the family child care provider carries no liability insurance or bond.

Further, family child care providers who rent their homes are required to name the property owner or homeowners’ association as an additional insured if the following criteria are met:

- 1) The owner or homeowners’ association makes a written request to be added as an insured party.

- 2) The addition does not result in the cancellation or non-renewal of the insurance policy or bond.
- 3) Any additional premium is paid for by the homeowners' association.

AMERICANS WITH DISABILITIES ACT

Americans with Disabilities Act (ADA) ensures that people with disabilities have access to services, including child care programs. Child care programs are required to make reasonable accommodations to provide children with special needs equal opportunities to participate in their program, unless the cost or burden to the provider's home is too large or not readily achievable and reasonable alternatives do not exist, such as using a different door to accommodate a wheelchair or adding a ramp. Providers must consider all options available to them to meet the individualized needs of the child and explore whether reasonable alternatives exist in making their decision about serving a child with special needs.

For more information on serving children with special needs, including your rights and responsibilities, refer to the legal services and children with special needs sections of the Resource Directory section. In addition, your local County Building and Safety Office or the Research Section of the Building and Safety Division listed in the Resource Directory section can advise you on ADA requirements and compliance.

CONNECTING WITH CHILD CARE RESOURCE AND REFERRAL AGENCIES

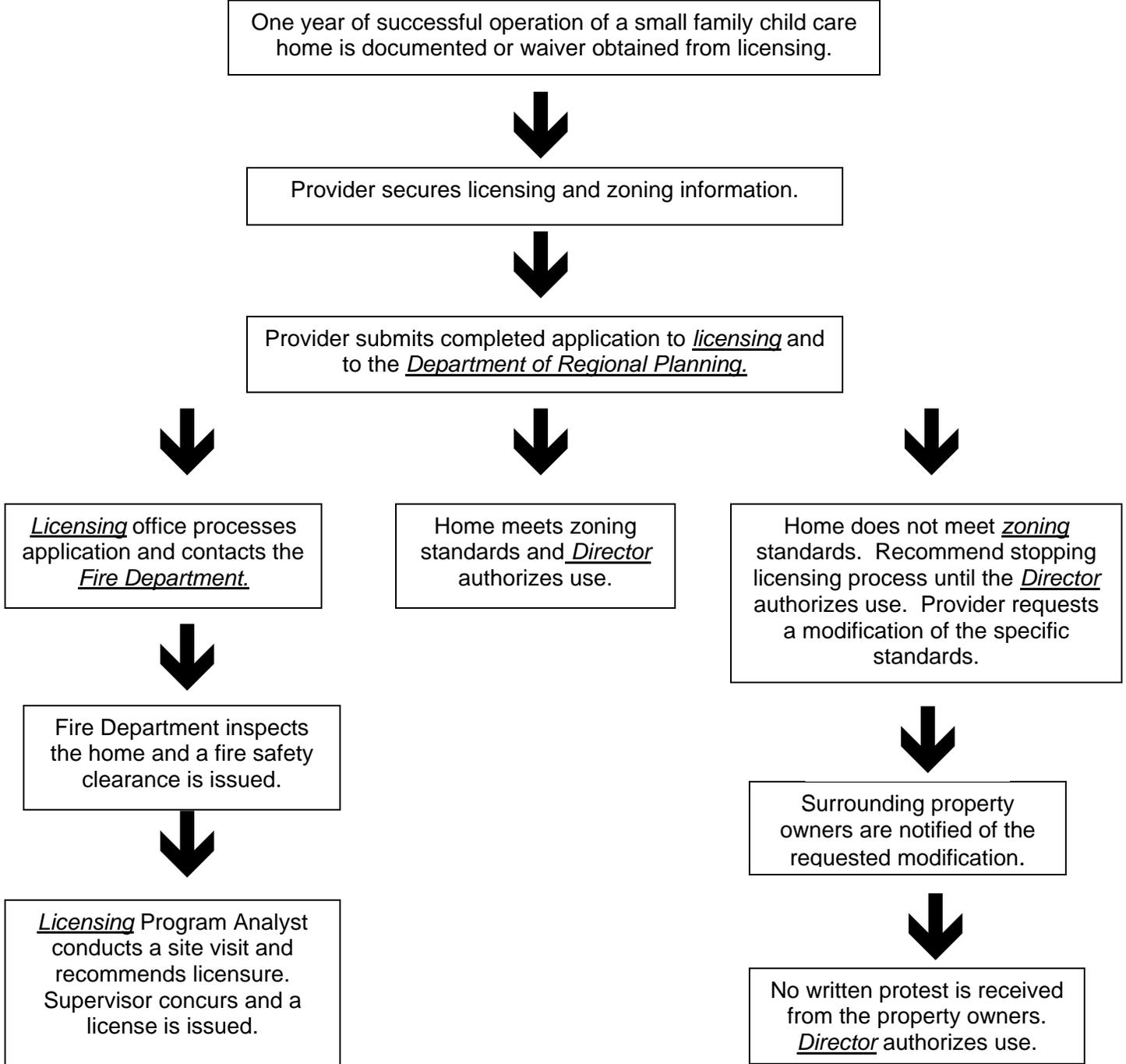
As soon as your home is licensed, you may want to contact your local child care resource and referral agency and request to be included in their listing of licensed family child care homes. Resource and referral agencies refer parents seeking child care to licensed facilities in their service area and can provide valuable information to family child care providers on child care rates, hours and services, family child care associations, insurance tax issues for family child care providers, and training opportunities. Telephone numbers of the 10 Southern California Child Care Resource and Referral Agencies serving the Los Angeles County area are listed in the Resource Directory section.

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LARGE FAMILY CHILD CARE HOMES



This chart represents a simplified overview of the process.

OVERVIEW OF ESTIMATED FEES: LARGE FAMILY CHILD CARE HOMES

Government entities often impose fees to recover their costs for conducting business, including the regulation of child care programs. The chart below illustrates the government entities that you may encounter and their fees. Note that fees are subject to change, in some cases annually.

ZONING

Director's Review ⁴	\$172.00
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FIRE MARSHAL – LOS ANGELES COUNTY

Fire Safety Clearance	No Fee
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STATE LICENSE FOR CHILD CARE

Orientation Fee	\$25.00
Application/Annual Licensing Fee	\$115.00

CLEARANCES

Criminal Record Clearance ⁵	\$55.00 per person
Tuberculosis (TB) Skin Test and Results	Depends ⁶

⁴ Fees as of March 2006.

⁵ The Criminal Record Clearance includes the Department of Justice (DOJ) fee (none), the FBI fee (\$24), the DOJ Child Abuse Central Index (CACI) fee (\$15), and the LiveScan Fee (\$16). The LiveScan processing fee may vary depending on the agency that does it; this is Community Care Licensing's LiveScan processing fee.

⁶ Fees for TB skin tests and results for individuals may vary from free to \$25 depending on where and by whom the testing is conducted.

LARGE FAMILY CHILD CARE HOMES

As noted in the previous section, family child care is defined by the California Health and Safety Code as regularly provided care, protection, and supervision of children in the caregiver's own home for periods of less than 24 hours per day, while the parents or authorized representatives are away.

Large family child care homes may care for up to 14 children. The maximum number of children by various age groupings that may be cared for in a large family child care home are:

- Four infants and eight children over the age of two; OR
- Three infants and 11 older children, with at least two children over the age of six.

The caregiver's own children under the age of 10 are included in the number of children who can be cared for in a large family child care home.

Large family child care may only be operated from a residential family dwelling.

Large family child care providers operating within the unincorporated areas of Los Angeles County are not required to secure a change in the Certificate of Occupancy, business license, or conditional use permit.

ZONING

Within the unincorporated areas of Los Angeles County, the operation of large family child care is restricted to residential family dwellings. Large family child care is prohibited in industrial zones, but is permissible within residential commercial and agricultural zones. Large family child care homes are subject to development standards for parking and location.

Parking Standards

Drop-off/pick-up areas are of sufficient size, do not interfere with traffic, and insure the safety of the children.

Location

The proposed large family child care home is not to be located:

- Within two lots of an existing large family child care home on the same side of the street; and
- On the lot directly across the street or on either side of that lot.

- If the proposed large family child care home is on a lot that does not conform to the above standards (i.e., on a corner), the Director will determine whether the home meets comparable proximity standards.

Director's Review

Large family child care homes in the unincorporated areas of Los Angeles County are subject to a Director's review, which is conducted by the Department of Regional Planning. The purpose of the Director's Review is to determine if the applicant meets established standards concerning parking, spacing and concentration, and traffic control. As of March 2006, the fee for the Director's Review is \$172.00.

To initiate the review, the prospective large family child care home operator must file a "Notice of Intent to Establish a Large Family Child Care Home". (See Appendix A, Notice of Intent to Establish a Large Family Child Care Home.) The application for this review calls for the name of the property owner. If the applicant is not the property owner, the Department of Regional Planning will notify the property owner at the applicant's request to operate a large family child care home on that property. It is important to note, however, that the owner's permission is not required for the operation of a large family child care home. Further information on this and other legal issues may be explored with the legal resources included in the Resource Directory section.

In addition to the completed application, **four** copies of the site plan must be submitted to the Department of Regional Planning for review. The site plan must be drawn to scale, with the scale indicated on the plan; the plan must also be completely dimensioned. It is preferred that the plans be oriented with north toward the top, or otherwise clearly indicated (see Appendix B, Sample Plot Plan for Large Family Child Care Home). In addition, the site plan must include the following:

- The applicant's name, address, and telephone number.
- The address and legal description of the subject property.
- A 3" x 6" blank area for approval stamps.
- All existing and proposed buildings, structures, yards, driveways, and show the height and number of stories for each structure on the subject property.
- All property lines (do not use the edge of the paper for the property line).
- Dimensions of all yard areas.
- Walls, including their height.
- Street name, width, and nearest cross street.

- Identification of existing and proposed parking areas for the family child care home operation, including the dimensions and driveways.

In situations where the prospective large family child care home cannot comply with the established standards, the Director may approve a modification of the requirements under certain conditions. Property owners within a 100-foot radius of the prospective large family child care home will be notified of the requested modification. If no written protest is received within 15 working days, and the Director determines that the family child care operation will not generate excessive traffic or off-site parking problems for the surrounding property, the Director shall approve the application.

If, however, written protest is received from surrounding property owners, a public hearing shall be scheduled before the Hearing Officer. The Hearing Officer may approve or deny the proposed modification based on the findings of the hearing.

It generally takes between four to six weeks to process an application and conduct a Director's Review. For more information, please contact the County of Los Angeles Department of Regional Planning. The telephone number is included in the Resource Directory.

BUILDING AND SAFETY

Small and large family child care homes are subject to the building codes, plan checks, and permits that govern residential uses of property. Any intention to modify an existing structure must be reviewed with the local County's Department of Public Works (DPW) Building and Safety Division office prior to initiating the work.

To learn about the location and hours of your local DPW Building and Safety Division, contact the DPW's Building and Safety Division listed in the Resource Directory section.

FIRE SAFETY CLEARANCE

Large family child care homes are subject to specific standards adopted by the State Fire Marshal, which have been designed to promote the fire and life safety of the children in these homes. The Los Angeles County Fire Department inspects prospective large family child care homes in the unincorporated areas of Los Angeles County and cities that contract with the County for fire protection services. There is no fee for this inspection.

Upon receiving your completed application to operate a large family child care home, the State Department of Social Services, Community Care Licensing Division (DSS,CCLD) District Office will notify the local fire department. The fire department will then contact you to schedule an appointment to conduct an inspection of your home for the purpose of issuing a fire safety clearance. Prospective large family child care home operators are encouraged to prepare carefully for this inspection. If problems are noted during the inspection and your fire clearance is denied, the licensing process will be

delayed. Fire prevention and building safety often overlap. As a result, the DPW Building and Safety Division may need to be consulted regarding some items, which are reviewed during the fire inspection of a prospective large family child care home. The following is a partial listing of requirements that will be checked during the fire inspection:

- Address numbers are at least three inches in height in contrast to the background, and are visible from the street. Larger address numbers may be required due to building setback or architectural features.
- State Fire Marshal approved smoke alarms are installed in all nap areas and corridors leading to nap areas. Additional smoke alarms may be required.
- A device or devices suitable for sounding a fire alarm are provided and maintained. The device or devices are attached to the structure and are either battery or electrically operated. The device or devices are audible throughout the structure and have a distinctive tone. A standard, wall-mounted, manually activated electric bell is recommended, but state regulations allow local fire departments some discretion to require particular types of devices.
- The large family child care home has at least two exit doors, preferably at opposite ends of the house. All exit doors can be opened from the inside without the use of a key or any special knowledge. One turn or operation of one lever shall open the door. Dead bolt and latch/chain type locks are not allowed.
- Ramps may be required for evacuating infants. Check with the DPW Building and Safety Division regarding specific requirements.
- Yard gates blocking exits to the public way are operable from the inside without the use of a key, special knowledge, or effort. Specific information is available from the DPW Building and Safety Division.
- Bars, grilles, or similar devices placed over any sleeping room window are reasonably removable from the inside without the use of a key or special knowledge. Such releasing devices are the approved type and are clearly visible and accessible at all times. Information on these devices is available from the DPW Building and Safety Division.
- Infants are kept in rooms that have a direct or semi-direct exit to the exterior of the building.
- One emergency crib is available for every four infants. Emergency cribs shall be equipped with rubber casters or rollers at least three inches in diameter.

- The separation between the garage and the house is of materials approved for one hour construction on the garage side. A self closing, tight fitting, solid wood door one and three eighths inches in thickness is provided between the garage and the house. For additional information, contact your local building and safety office.
- Walls, ceilings, and/or flooring that have been damaged, shall be properly repaired and shall be consistent with the existing construction. Contact your local building and safety office for specific construction questions.
- An approved fire extinguisher, with a minimum rating of 2A:10BC is available. Extinguishers are conspicuously located, preferably along normal paths of travel. Extinguishers are mounted so the top is not higher than five feet or lower than three feet from the floor. Fire extinguishers are serviced annually or immediately after use, whichever occurs first, and shall be served by a state-licensed company.
- Child care is not permitted above the first floor. Check with your fire inspector for stringent requirements.
- Extension cords shall not take the place of permanent wiring. Any modification to the current electrical system is subject to the permit process of the DPW Building and Safety Division.
- Flammable and combustible liquid storage is restricted to the garage area and is limited to 10 gallons in proper safety cans.
- All decorative material (i.e., holiday decorations such as Christmas trees, etc.) that would tend to increase a fire and panic hazard is made from a nonflammable material, or is treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the State Fire Marshal.
- Good housekeeping is maintained throughout the structure.
- An emergency plan is provided, including evacuation routes from the structure to a public way, a designated evacuation area, a person to notify the local fire department, posting of the fire department phone number, and proper use of the fire extinguisher.

Once your large family child care home is operating, you will be required to maintain written records of the required monthly fire and earthquake drills.

BUSINESS LICENSE

A business license is not required for large family child care homes located in unincorporated areas of Los Angeles County. Other jurisdictions or cities may require family child care providers to obtain a business license; be sure to check with your city's office responsible for issuing business licenses to learn if one is required and, if so, the requirements and application process.

STATE LICENSE FOR CHILD CARE

The DSS, CCLD regulates and licenses large family child care homes. The licensing regulations governing small family child care homes are applicable to large family child care homes with two significant exceptions. These exceptions are:

- Persons seeking a license to operate a large family child care home are required to have successfully operated a small family child care home for one year prior to making this application, or have been granted a waiver for this requirement, based on equivalent experience.
- An assistant caregiver must be present in most cases.

Prospective large family child care providers are required to attend a licensing orientation conducted by their local CCLD. There is a non-refundable fee of \$25 for prospective family child care providers, which must be paid by personal check, cashier's check, or money order payable to: California Department of Social Services. Your licensing application is due within one year of attendance. To sign up for an orientation, contact your local Regional Office listed in the Resource Directory section. You may also visit CCLD's web site at www.cclid.ca.gov to view an orientation schedule and download the Application Instructions for a Family Child Care Home and forms, which you must bring with you to the orientation. Application materials are also available from your local Regional Office listed in the Resource Directory section.

To initiate the application process, prospective large family child care providers must submit a complete application (all fees and documents) to the CCLD. The following forms are required to complete your application:

- Application for a Family Child Care Home License (form LIC 279)
- Current Children in Your Home (form LIC 279B)
- Evidence of current (within one year) tuberculosis clearance of the provider, full-time assistant, and all other adults who work or reside in the home
- Fingerprints by LiveScan of the child care provider, full-time assistant, and any other adults who work or reside in the home

- Child abuse index check forms for the child care provider, full-time assistant, and any other adults who work or reside in the home
- Emergency Disaster Plan (form LIC 610A)
- Application fee of \$115.00 payable to: California Department of Social Services

Once the appropriate forms have been submitted to the CCLD and the fire clearance has been granted by the fire department, an evaluation visit of the home will be conducted by a Licensing Program Analyst.

During the evaluation visit, the Licensing Program Analyst is interested in seeing that your home meets the State's basic health and safety standards. The following is a partial list of items with which the Licensing Program Analyst expects to find in compliance:

Safety of the Home

- The home is clean and orderly, properly heated, and ventilated.
- The home has telephone service.
- There are safe toys, play equipment, and materials and there are enough for all the children.
- Stairwells in multi-story homes are safely secured from the children.
- Poisons, medicines, and other hazardous substances are inaccessible to children.
- An approved fire extinguisher (2A:10BC) is available and smoke alarms are properly installed.
- Fireplaces and open-face heaters are properly screened.
- Emergency telephone numbers, including poison control, are close to the telephone.
- Poisonous and hazardous products, including cleaning supplies and detergents, are out of reach of children and locked up.
- Medicines are out of reach of the children, including medicines in bathroom cabinets.
- Any firearms and/or dangerous weapons are not loaded and are in locked cabinets. Bullets for all guns are locked and stored away from the guns.
- Accommodations, furnishings, and equipment are safe, healthful, and comfortable.

- Outdoor play area is fenced or outdoor play is closely supervised.
- Stairs are gated to keep infants and toddlers from falling.
- Bodies of water are fenced or made inaccessible. Fencing is at least five feet high.
- Smoking is not permitted while children are in care.
- Your driver's license is current; cars are safe and seating capacity is not exceeded.
- Infants and children are in appropriate car and booster seats and everyone uses seat belts.
- Food brought by each child's parent is labeled with the child's name and stored in the refrigerator when required.
- Baby walkers, bouncers, and jumpers are not used for children in care and are kept where children cannot get them.

Records

- You have liability insurance or a bond. If you do not, you have statements from the parents saying they know you do not have liability insurance or a bond.
- Emergency information and a medical consent card for each child is available.
- There is an emergency disaster plan on hand and a record of fire and disaster drills held at least every six months.
- A list of all the children in care is maintained.
- Pediatric CPR and first aid cards are valid and proof that health care training has been completed.
- Annual license fee is paid.
- License number is on all advertisements.
- Proof of property ownership is available. If the home is owned, a copy of the deed or property tax statement; if rented or leased, a copy of the lease or rental agreement.
- Property owner has given their written consent for you to care for up to 14 children.
- Parents of all the children sign Parent's Rights forms.

- Parent's Rights Poster is posted.
- Notice of Employee Rights is signed and personnel records are maintained.
- Copies of licensing reports and substantiated complaints are available for parent review.

Care and Supervision

- There are no more children in the home than the license allows.
- Assistant caregiver is present when required.
- Children are supervised at all times.
- Children are not spanked, slapped, hit, or prevented from eating, sleeping, or going to the bathroom.
- Children who are sick are cared for separately from other children who are not sick.

Health and Safety

- All children in care have been immunized and are current. Or, parents have signed the "Personal Beliefs Affidavit" located on the back of the California School Immunization Record.
- You are engaged in common health and safety practices, making sure that children are safe from harm and personal hygiene practices that prevent the spread of illness or disease are in place.

Family child care homes that comply with these items and with those specified in the Health and Safety Code shall be granted a license.

INSURANCE

Large family child care providers are required to maintain one of the following:

- 1) Carry liability insurance covering bodily injury to children and guests in the amount of \$100,000 per occurrence and \$300,000 annual total; OR
- 2) Purchase a bond in the amount of \$300,000 to cover liability for child injuries; OR
- 3) Require a signed affidavit from parents of all participating children, stating that they are aware that the family child care provider carries no liability insurance or bond.

Further, family child care providers who rent their homes are required to name the property owner or homeowners' association as an additional insured if the following criteria are met:

- 1) The owner or homeowners' association makes a written request to be added as an insured party.
- 2) The addition does not result in the cancellation or non-renewal of the insurance policy or bond.
- 3) Any additional premium is paid for by the homeowners' association.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) ensures that people with disabilities have access to services, including child care programs. Child care programs are required to make reasonable accommodations to provide children with special needs equal opportunities to participate in their program, unless the cost or burden to the provider's home is too large, or not readily achievable and reasonable alternatives do not exist, such as using a different door to accommodate a wheelchair or adding a ramp. Providers must consider all options available to them to meet the individualized needs of the child and explore whether reasonable alternatives exist in making their decision about serving a child with special needs.

For more information on serving children with special needs, including your rights and responsibilities, refer to the legal services and children with special needs sections of the Resource Directory section. In addition, your local county building and safety office or the Research Section of DPW Building and Safety Division listed in the Resource Directory section can advise you on ADA requirements and compliance.

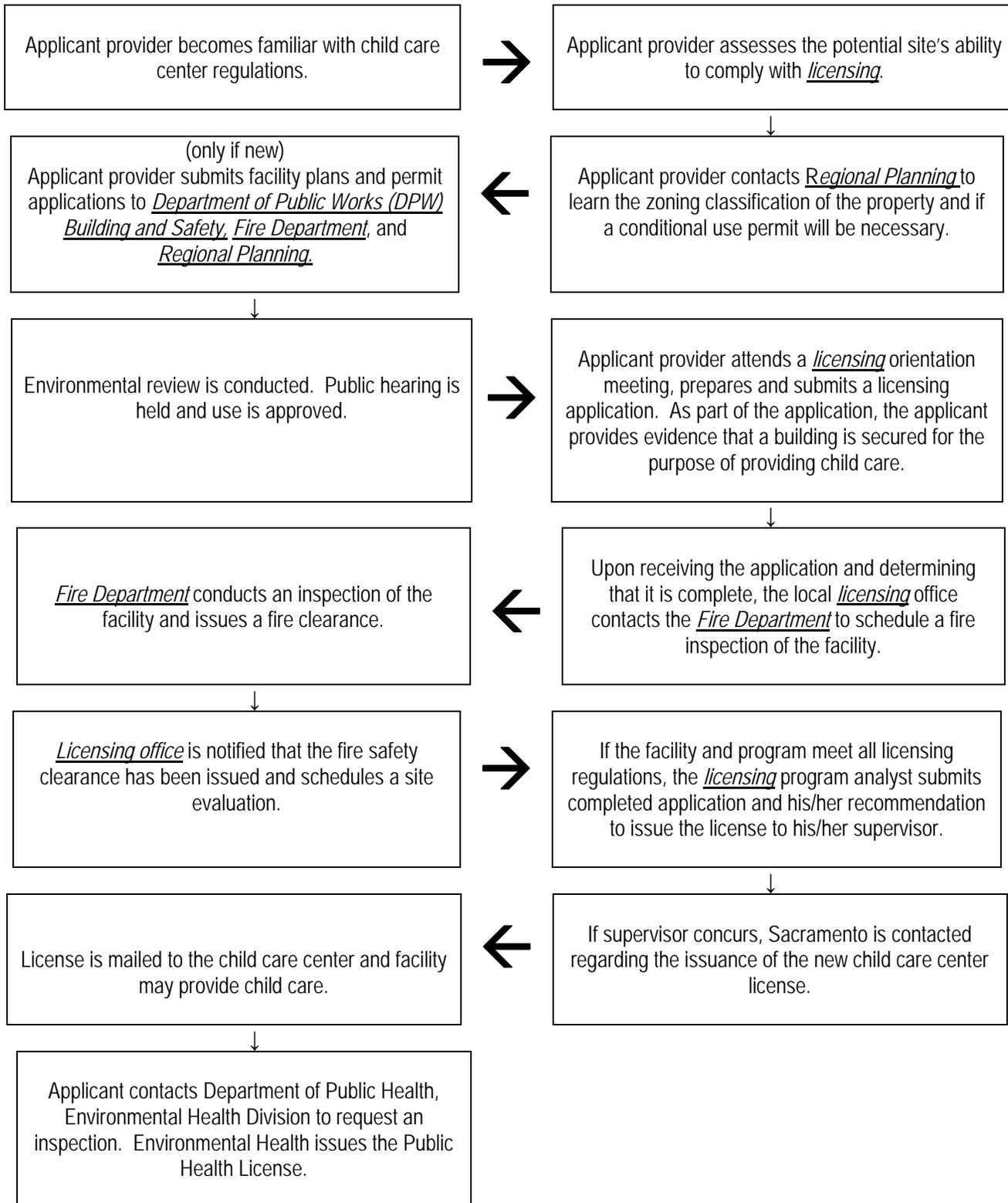
CONNECTING WITH CHILD CARE RESOURCE AND REFERRAL AGENCIES

As soon as your home is licensed, you may want to contact your local child care resource and referral agency and request to be included in their listing of licensed family child care homes. Resource and referral agencies refer parents seeking child care to licensed facilities in their service area and can provide valuable information to family child care providers on child care rates, hours and services, family child care associations, insurance tax issues for family child care providers, and training opportunities. Telephone numbers of the 10 Southern California Child Care Resource and Referral Agencies serving the Los Angeles County area are included in the Resource Directory section.

**CHILD
CARE
AND
DEVELOPMENT
CENTERS**

This section was intentionally left without content.

CHILD CARE CENTERS



This chart represents a simplified overview of the process.

OVERVIEW OF FEES: CHILD CARE CENTERS

Government entities often impose fees to recover their costs for conducting business, including the regulation of child care programs. The chart below illustrates the government entities that you may encounter and their fees. Note that fees are subject to change, in some cases annually.

ZONING⁷

		For nonprofits with total budgets < \$500,000
Plot Plan Review	\$332.00	\$172.00
Conditional Use Permit (CUP)	\$2,574.00	\$1,287.00

FIRE MARSHAL – LOS ANGELES COUNTY

Fire Safety Clearance	No Fee	No Fee
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BUILDING AND SAFETY

Certificate of Occupancy	Depends	Depends
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Facility Development Fees:

Plan Check	Depends	Depends
Building and Safety Permits (Building, Electrical, Mechanical Plumbing, Grading)	Depends	Depends

DEPARTMENT OF PUBLIC HEALTH

Public Health License:⁸

<ul style="list-style-type: none"> ▪ 7-15 children 	\$260.00
<ul style="list-style-type: none"> ▪ 16 or more children 	\$351.00

⁷ Fees as of March 2006.

⁸ Fees are waived for charitable tax-exempt nonprofit organizations; however, proof of status is required for the waiver to apply.

STATE LICENSE FOR CHILD CARE

Orientation Fee \$50.00

<u>Capacity</u>	<u>Application Fee</u>	<u>Annual Fee</u>
1-30 children	\$400.00	\$200.00
31-60 children	\$800.00	\$400.00
61-75 children	\$1,000.00	\$500.00
76-90 children	\$1,200.00	\$600.00
91-120 children	\$1,600.00	\$800.00
121+	\$2,000.00	\$1,000.00

CLEARANCES

Criminal Record Clearance⁹ \$97.00 per person

Tuberculosis Test and Results Depends¹⁰

⁹ The Criminal Record Clearance includes the Department of Justice (DOJ) fee (\$42), the FBI fee (\$24), the DOJ Child Abuse Central Index (CACI) fee (\$15), and the LiveScan Fee (\$16). The LiveScan processing fee may vary depending on the agency that does it; this is Community Care Licensing's LiveScan processing fee.

¹⁰ Fees for TB skin tests and results for individuals may vary from free to \$25 depending on where and by whom the testing is conducted.

CHILD CARE CENTERS

The California Health and Safety Code defines a child care center as a child care facility of any capacity, except for small and large family child care homes as described previously, in which non-medical supervision is provided for children in a group setting for less than 24 hours per day.

Child Care centers located in the unincorporated areas of Los Angeles County are not required to obtain a business license.

ZONING

The Department of Regional Planning is charged with regulating land use within the unincorporated areas of Los Angeles County. Under the County's zoning ordinance, child care centers located within most residential, commercial, and manufacturing zones are permitted use; however, to locate in some zones and depending on the number of children the center will serve, a director's review and approval so that compliance with parking requirements can be checked or a conditional use permit is required. As you select a site for your child care center, check with the Department of Regional Planning for the zoning designation, whether child care is permitted, and the requirements for obtaining the permit.

Director's Review – Child Care Centers in Certain Residential and Agriculture Zones

Child care centers serving more than 50 children in certain residential and agriculture zones in the unincorporated areas of Los Angeles County are subject to a Director's Review, which is conducted by the Department of Regional Planning. The purpose of the Director's Review is to determine if the applicant meets established standards concerning parking, spacing and concentration, and traffic control.

To initiate the Director's Review, a Site Plan Review Application Form must be completed and submitted to the Department of Regional Planning (see Appendix C Site Plan Review). The fee for submitting the application is \$332.00, or \$172.00 for nonprofit centers with an annual operating budget of less than \$500,000. In addition to the fee, four copies of the plot plan must accompany the completed application for a Site Plan Review. The plot plan must be drawn to scale, with the scale indicated on the plan, as well as being completely dimensioned and oriented with the north position toward the top (see Appendix D, Sample Plot Plan for Child Development Center). The Site Plan Review Application Form and a sample Plot Plan are available from Department of Regional Planning listed in the Resource Directory section.

The plot plan must include the following:

- The applicant's name, address, and the telephone number.

- The address and legal description of subject property.
- A 3” x 6” blank area for approval stamps.
- All **existing** and **proposed** buildings, structures, yards, driveways, and showing height and number of stories for each structure on the subject property.
- All property lines (do not use the edge of the paper for property line).
- The dimensions of all yards.
- Landscaping (include total square footage) and walls (including height) and other development features applicable to the request.
- Street name, width, distance to center line, and nearest cross street.
- Identification of existing and proposed parking areas for the child care center. Indicate the number of stalls, the dimensions, turning areas driveways and landscape areas (see next section for Parking Requirements).

It generally takes between four to six weeks to process and review the application for the Plot Plan Review.

For more information, contact the County of Los Angeles Department of Regional Planning Land Development Coordinating Center listed in the Resource Directory section.

Parking Requirements

Under the County zoning ordinance, all child care centers in the unincorporated area are required to provide the following:

- One space for each staff person and for any motor vehicle used directly in the operation of the center;
- One space for every 20 children of the licensed capacity; and
- A designated off-street drop-off and pickup area.

Conditional Use Permit– Child Care Centers in Specific Zones

Child care centers located in residential agricultural and manufacturing zones are subject to a Conditional Use Permit (CUP), unless the property is within a specific Community Standard District Area which permits child care centers without a CUP. The CUP process is the means by which Los Angeles County controls the location and compatibility of particular land uses, as well as defining the limitations and conditions

under which certain activities may operate. It is important to note that this is a relatively lengthy and costly process and does not guarantee approval. An application for a CUP may require up to nine months to process. Effective March 2006, the nonrefundable fee (unless withdrawn before work commences) associated with the CUP is \$2,574.00, or \$1,287.00¹¹ for nonprofit centers with an annual operating budget less than \$500,000.

As a recommended first step in this process, contact the Department of Regional Planning Land Development Coordinating Center to consult with a planner. The purpose of this consultation is to learn how the County's plans and policies may affect the property and determine how best to proceed. Information and application forms may be obtained by contacting the Department of Regional Planning Land Development Coordinating Center in Room 1360, Hall of Records, 320 West Temple Street, Los Angeles, CA 90012 or by telephone at (213) 974-6411 or by visiting their web site at <http://planning.lacounty.gov>.

Information for completing the application packet may be found by using the Department of Regional Planning's Interactive GIS Maps located at <http://planning.lacounty.gov/intGisMaps.htm>. After completing the application for the CUP and assembling all the required materials, contact the Department of Regional Planning Land Development Coordinating Center to schedule a filing appointment. At that time, a planner will review the application materials. If information or items are missing, the planner will provide the applicant with a checklist of items to be completed and direction for attaining the required items. Once the necessary materials have been completed and submitted and the environmental documentation has been prepared, the case will be set for public hearing before a Hearing Officer or the Regional Planning Commission. The applicant will be required to post a notice of the hearing on the property.

At the time and date advertised in the public notice, the Hearing Officer of the Regional Planning Commission will conduct a public hearing on the application. The applicant, and/or his/her representative, should attend the public hearing and be available to present and explain the request. Hearings are usually held at the Hall of Records, Room 150 located at 320 West Temple Street, Los Angeles, CA 90012. Meetings convened by the Hearing Officer are usually at 9:00 a.m. on Tuesdays; meetings convened by the Commission are at 9:00 a.m. on Wednesdays.

A decision may be made at the conclusion of the hearing, although the Commission usually makes its decision at a later date in the more complicated cases.

For more information on requesting a CUP, the application process, to download the application packet, and the public hearing, visit the web site at http://planning.lacounty.gov/1dcc_ht1.html.

¹¹ Regional Planning fees increase every year on March 1.

BUILDING AND SAFETY

Newly constructed buildings and buildings that have been renovated or adapted to function as child care centers are subject to various reviews and permit processes by the Department of Public Works (DPW) Building and Safety Division. The purpose of these review processes is to ensure that the facility meets minimum construction standards. Los Angeles County uses the current edition of the Uniform Building Code (UBC) with minor changes to meet local conditions.

Nonresidential child care centers with seven or more children are Group E occupancies and are subject to specific standards in the following areas:

- Location within a structure – in buildings equipped with an automatic sprinkler system throughout, child care may be located on the second floor, provided that there are at least two exits directly to the exterior for the exclusive use of the child care program.
- Exits – Each floor above or below the ground floor level shall have not less than two exit stairs. Child care located in basements shall have required exits at grade level.
- Restrooms – Where sanitary facilities are located on accessible floors of a building, they shall be made accessible to the physically disabled. Passageways leading to sanitary facilities shall have a clear access width. All doorways leading to such sanitary facilities shall have:
 - A clear unobstructed opening width of 32 inches.
 - A level and clear area for a minimum depth of 60 inches in the direction of the door swing as measured at right angles to the plane of the door in its closed position, and 44 inches where the door swings away from the level and clear area.
 - Where facilities are to be used solely by small children, the specific heights may be adjusted to meet their accessibility needs.

For additional information on these and related issues, contact DPW Building and Safety Headquarters. The telephone number is included in the Resource Directory section.

Plan Checks

If a new child care center is being constructed or the use of an existing facility is to be changed to incorporate child care, the licensee must submit the following plans for review by the DPW Building and Safety Division:

- **Plot Plan** showing yard dimensions, building dimensions, parking stall dimensions and access aisle widths. This plan should also indicate the type of construction, the number of stories and the use of all buildings on the lot.
- **Floor Plan** showing room dimensions, the widths of all hallways, ceiling heights, door and window dimensions, and locations, intended use of each room, occupancy separation walls, details of all sanitary facilities, exits from buildings, location of smoke detectors, and fire extinguishers.
- **Cross Section Details.** At least one construction section is required to show the extent of any occupancy separation wall, ceiling heights, stair details, and height of finished floor above adjacent grade.
- **Foundation Plan.** This is required only if an addition to the building is proposed.
- **Elevation Plan.** Two exterior elevations are required only if an addition to the building is proposed.

Fees for the various plan checks are determined in proportion to the value of work being done on the facility. Check with the DPW Building and Safety Headquarters for information on specific fees.

Building and Safety Permits

The DPW's Building and Safety Division requires newly constructed child care facilities or a building that is to be renovated to serve as a child care facility to apply for the following permits:

- **Building Permit:** This permit is generally required for the construction, alteration, repair, demolition, or change in use or occupancy of a dwelling or nonresidential building.
- **Electrical Permit:** This permit is required when installing, altering, reconstructing or repairing any electric wiring.
- **Mechanical Permit:** This permit is required to install, alter, reconstruct, remove or repair any heating, ventilating or air conditioning equipment, and duct work.

- **Plumbing Permit:** This permit is required when installing, altering, reconstructing, removing or repairing any plumbing, water piping, fire sprinkler system, lawn sprinkler system, sewage system, or swimming pool piping. It is also required when replacing a water heater.
- **Grading Permit:** This permit is generally required for all on-site grading except for:
 - Cuts less than three feet in depth (including excavations for footings, basements, and retaining walls), OR
 - Fills less than three feet in depth that are not intended to support a structure, are not blocking a natural drainage course, and are on natural slopes less than three feet high and one foot vertical.

The fee for the Building Permit is determined in relation to the value of the associated work. The volume of earth handled determines grading permit fees. Fees for other listed permits are based on the number of outlets, fixtures, etc. and/or square footage.

Americans With Disabilities Act

Child care centers must provide the handicap features required for commercial facilities. Handicap features may include, but shall not be limited to, handicap accessible rest rooms, interior or exterior ramps, curb ramps, access ramps, handicap door hardware and kick-plates, a flush path of travel from the public way, non-slip floor surfacing, stair tread stripping, handrail extensions, and clear floor maneuvering dimensions.

Questions regarding these requirements may be directed to the Research Section of DPW's Building and Safety Division. See the Resource Directory section for the telephone number.

Certificate of Occupancy

Newly constructed buildings and buildings that have been renovated or adapted to function as child care centers are required to obtain a Certificate of Occupancy. The County's DPW Building and Safety Division issues the Certificate of Occupancy after conducting an Occupancy Inspection and verifying that the facility complies with the standards established in the Building Code. The fee for this inspection is related to the size of the facility.

The preceding description highlighted some issues within the jurisdiction of the DPW Building and Safety Division, but was not an exhaustive listing of requirements for child care centers. Further, because building codes are subject to constant revision, you are strongly urged to discuss all building modifications with your local building and safety office before making any financial or construction decisions.

PUBLIC HEALTH LICENSE – LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH

All child care centers providing care for seven or more children throughout Los Angeles County (excluding Long Beach, Pasadena, and Vernon) are required to obtain a Public Health License from the Los Angeles County Department of Public Health, Environmental Health Division upon initial operation and annually thereafter. Upon receiving approval and a license from Community Care Licensing Division (CCLD), the operator shall contact the Environmental Health Division, Housing and Institutions Program to receive an inspection and obtain a Public Health License. The annual Public Health License fees for child care centers for 2005-06 fiscal year are:

7-15 children	\$260.00
16+children	\$351.00

Fees are waived for charitable tax-exempt nonprofit organizations with proof of status.

The Housing and Institutions Program conducts annual inspections of child care centers to ensure proper sanitation and maintenance of the facility and ensure safe food handling. A Health Inspection Report is issued to facilities identifying any corrections required.

Requirements for Child Care Centers Providing Food Service

Child care centers are institutions regulated by the Los Angeles County Code Title 11, Chapter 11.24. The food preparation area in each facility preparing or serving food must comply with the following requirements. It is highly recommended that plans are submitted to the Los Angeles County Department of Public Health, Environmental Health Division, Housing and Institutions Program prior to beginning construction to insure compliance, avoid costly renovations, and avoid delays in the permitting process. If you have any questions or wish to submit plans, contact the Housing and Institutions Program listed in the Resource Directory section.

Kitchen facilities that provide food service to both a child care center and a private school are required to meet the requirements of a commercial kitchen. Private schools are required to submit plans and obtain approval prior to beginning construction of a kitchen. The following guidelines are applicable only to child care centers. For kitchens that serve a combination of a child care center and private school, please contact the Housing and Institutions Program.

Kitchen Construction

Floors must be cleanable, durable and resistant to water, acid, and grease. They must slope 1/8" per linear foot toward floor drains, but otherwise be leveled. Material choices include smooth sealed concrete, heat-weldable sheet vinyl, quarry tile, ceramic tile, trowel applied epoxy-resin flooring systems, and similar products.

Coved bases are strongly recommended to optimize the cleanability of the floor and lower 6" of the wall. The coved base should be made of a material similar to that of the floor and should have a 3/8" radius cove at the floor-wall junction. Rubber top set base is not recommended.

Walls must be smooth, light-colored, easily cleanable, and durable. Acceptable materials include drywall/gypsum board, plaster, fiberglass reinforced panels (FRP), and metal. A washable paint surface using semi or high gloss paint is necessary on all drywall and plaster walls.

Ceilings must be smooth, light-colored, easily cleanable, and durable. Acceptable materials include drywall/gypsum board, plaster, metal, and smooth washable ceiling panels. Fissured ceiling panels are not acceptable. A washable paint surface using semi or high gloss paint is necessary on all drywall and plaster ceilings.

Food storage areas are required to have an adequate amount of shelves, racks, or platforms to elevate all food items at least 6" above the floor. Food must be stored, transported, dispensed, displayed, prepared, and handled in such a way to protect it from exposure to dust, droplet contamination, overhead leakage, flies, other vermin, and any other deleterious or unhealthful substance or condition.

Lighting in food preparation and utensil washing areas must be bright and no less than 10'-candles. Other areas must have 10'-candles available for cleaning and inspection purposes.

Ventilation shall be provided in all rooms of the establishment to keep all areas reasonably free from excessive heat, condensation, and noxious gases. Adequate mechanical hoods with ducts leading to the outside air shall be installed over all cooking equipment, except microwave ovens.

Windows that open must be screened with no greater than 16 gauge mesh wire to prevent the entrance of flies.

Doors that open to the exterior may have spaces around the closed door of no more than one-quarter inch (1/4"). Doors that open directly into the food prep area must be self-closing and may require a method to exclude flying vermin.

Toilets with lavatories must be conveniently provided for kitchen workers. The toilet room may not open directly into a food preparation area, food service area, or food storage area. Lavatories must be supplied with hot and cold running water, soap in a permanently installed device, and individual towels together with a receptacle for their disposal. The door to the toilet room must have a self-closing device.

Equipment

A **sink** equipped with hot and cold water is required to wash, rinse, and sanitize all utensils and dishes used to prepare and serve food. A minimum of a two-compartment sink is required when used in conjunction with a mechanical dishwasher. In child care facilities with 20 children or less, a three compartment sink with two drain boards is required for washing and sanitizing dishes, glassware, and kitchen utensils.

In a facility with 21 or more children a two compartment sink and a mechanical dishwasher capable of providing 165°F rinse water is required.

A lavatory with hot and cold water for hand washing is recommended in the food preparation area.

A food preparation sink, single compartment with an indirect connection to the sewer, is recommended if the facility will be conducting full meal preparation including washing produce and thawing potentially hazardous foods.

Equipment designed to maintain food temperatures must be provided. The equipment must be capable of maintaining hot food at 140°F or hotter and cold food at 45°F or colder to prevent bacterial growth and putrefaction. Each refrigerator must be provided with an accurate and reliable thermometer.

Equipment and utensils must be impervious to moisture and grease and capable of withstanding repeated washings without damage to the finish or construction.

FIRE SAFETY CLEARANCE

Upon receiving a completed child care center licensing application, the State Department of Social Services (DSS), CCLD will notify the local fire department of your child care center application. The local fire department will contact you to schedule a fire inspection of the facility. Facilities that meet the fire regulations will be issued a fire clearance.

Within the unincorporated areas of Los Angeles County and those cities that contract with Los Angeles County for fire protection services, child care center inspections are conducted by the Los Angeles County Fire Department and are free of charge. Before granting a fire clearance, the Los Angeles County Fire Department will require that the facility complies with the following regulations:

- In cases of newly constructed child care centers, additions to, and/or renovations of a child care facility, an engineered set of plans, showing one hour construction areas as well as plot and floor plans shall be provided. In addition, plan checks by the DPW Building and Safety and local fire departments shall be completed.

- A Statement of Intended Use form indicating the number of clients, number of staff, and details of the operation must be completed (see Appendix E, Notice to Prospective Businesses – Statement of Intended Use).
- Address numbers shall be a minimum of three inches in height. They shall contrast to their background and be visible from the street. Larger address numbers may be required due to building setback or architectural features.
- Child care centers licensed for 49 or fewer children shall provide and maintain a device or devices suitable for sounding a continuous fire alarm, e.g. a bell with an on/off switch. The device shall be attached to the structure.
- Child care centers licensed for 50 or more children or using more than one room for child care shall have a State Fire Marshal listed and approved manual fire alarm system. It shall be installed by a state-licensed fire protection company. Plans must be submitted to the fire department prior to installation.
- Additional exit requirements, panic hardware, and exit signs, etc. may be applicable for centers serving 50 or more children.
- Additional fire safety requirements may be applicable for centers wishing to care for nonambulatory clients.
- The minimum required fire extinguisher is a 2A:10BC fire extinguisher. The travel distance from a location in the facility to a fire extinguisher shall be no greater than 75 feet. Additional safety features may be required depending on the lay-out of the structure, and type of cooking equipment in the kitchen.
- Rooms in school buildings used for child care purposes, kindergarten, first and second grade, shall not be located above the first floor. The exceptions to this are Type I or II F.R. construction or fully sprinkled buildings with two direct exterior exits from every room used for child care purposes.
- Floor plans of the facility shall be posted showing the evacuation routes that lead to a public way or safe dispersal areas, which are 50 feet from the building and provide three square feet per occupant in the dispersal area.
- Aisle ways and hallways leading to exits shall be maintained free and clear of obstructions – exit doors shall not be blocked.
- Walls, ceilings, and flooring that have been damaged, shall be properly repaired. The patches shall be consistent with the existing fire resistive construction.
- Exit doors and gates shall be operable from the inside without the use of a key or any special knowledge or effort. A single turn of the knob shall release the latch and bolt if provided.

- Rooms accommodating seven or more children shall have two exits.
- Rooms in which infants are cared for the majority of time shall have a direct exit leading to the outside of the structure or into a fire rated corridor.
- All electrical work shall be approved and permitted by the DPW Building and Safety Department. Circuits shall be identified as to the area or appliances they control. Extension cords shall not be used as a substitute for fixed wiring.
- All decorative material (e.g., Christmas trees, etc.) that tend to increase fire and panic hazard shall be made from a nonflammable material, or shall be treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the State Fire Marshal.
- All appliance hoods, vents, and filters shall be maintained clean of accumulated grease and dirt.
- All wall and floor heaters shall be equipped with metal guards.
- A 30-inch clearance shall be maintained around heaters, electrical panels, and fire alarm devices.
- Laundry appliances shall be grounded and free of dust and lint; dryers shall be vented.
- Video and sound equipment shall have approved wiring.
- The facility shall be maintained in a neat and orderly manner.
- The exterior yard shall be free of all dead and dry vegetation, rubbish, and obsolete equipment.
- There shall be one emergency crib, equipped with heavy duty rubber casters, for every four infant cribs.
- Earthquake safe areas shall be designated within the building.
- A wrench shall be available to shut off gas supply in the case of an emergency.
- The main electrical shut off shall be secured.
- Keys for all locks shall be available.
- Telephone numbers for emergency services shall be posted at each telephone.

Once the child care center is operating, the following safety precautions are to be observed:

- Fire and earthquake drills shall be conducted on a monthly basis. Written records shall be kept of all drills.
- Smoke detectors and fire alarms shall be tested monthly. Written records shall be kept of all tests.
- Fire extinguishers shall be inspected monthly. Written records shall be kept of all inspections.
- Flammable liquids shall not be placed, stored, or used in child care centers.
- A current E-3 Certificate of Occupancy must be on file.

Fire Inspectors urge prospective child care center operators to prepare thoroughly for this inspection. If the facility does not comply with the State regulations, the fire clearance will be denied. Such a denial will delay the granting of the child care center license.

BUSINESS LICENSE

A business license is not required for child care centers operating in unincorporated areas of Los Angeles County. Other jurisdictions or cities may require center operators to obtain a business license; be sure to check with your city's office responsible for issuing business licenses to learn if one is required and, if so, the requirements and application process.

STATE LICENSE FOR A CHILD CARE CENTER

Facilities where nonmedical care and supervision are being provided to children are required to be licensed. The California Health and Safety Code specifies a limited number of exceptions, such as relative care and cooperative arrangements where no payment is involved.

The DSS, CCLD grants three types of child care center licenses, including:

- Infant center license, where care is provided for children from birth through two years of age.
- Child care center license, where care is provided for preschool age children from two through six years of age, depending on whether they are pre-kindergarten.

- School age child care centers, where care is usually provided for children from either five or six years through 12 years of age.¹²

Under the “toddler option”, a child care center may serve children from ages 18 to 30 months. This age group would be reflected in the preschool portion of the license.

As of July 2004, the State began imposing child care center licensing application fees and increased the annual fees. The fees are assessed based on the licensed capacity of the facility as follows:

Capacity	Application Fee	Annual Fee
1-30 children	\$400.00	\$200.00
31-60 children	\$800.00	\$400.00
61-75 children	\$1,000.00	\$500.00
76-90 children	\$1,200.00	\$600.00
91-120 children	\$1,600.00	\$800.00
121+ children	\$2,000.00	\$1,000.00

Fees are imposed for each facility.

To obtain general information on State licensing requirements, a prospective provider must attend a series of three orientation meetings conducted by the District Office. As of November 1, 2004, the State began imposing an orientation fee of \$50.00 per attendee. During this meeting, prospective providers will be given the *Application Booklet for Child Care Centers*, which contains the forms required for application and instructions. The application consists of two parts. Parts A and B of the application must be completed and submitted before an evaluation visit is conducted. For information on the orientation schedule, visit CCLD’s web site at www.cclld.ca.gov.

To initiate the application process, the prospective provider must submit the following forms and supporting documents with the nonrefundable application fee to the local licensing district office of the DSS, CCLD, including:

*Licensing Forms*¹³

- Application for a Child Care Center License (LIC 200A)
- Applicant Information (LIC 215)
- Criminal Record Statement (LIC 508)
- Designation of Facility Responsibility (LIC 308)

¹² May be licensed to age 18, although this is not the norm.

¹³ Licensing forms and detailed descriptions of the supporting documents are included in the Application Booklet.

- Administrative Organization (LIC 309)
- Monthly Operating Statement (LIC 401)
- Balance Sheet Supplemental Schedule (LIC 403)
- Financial Information Releases and Verification (LIC 404)
- Personnel Record (LIC 501)
- Health Screening Report – Facility Personnel (LIC 503)
- Emergency Disaster Plan (LIC 610)
- Earthquake Preparedness Checklist (LIC 9148)
- Facility Sketch (LIC 999)
- Local Fire Inspection Authority Information (LIC 9054)

Supporting Documents

- Partnership Agreement, Articles of Incorporation or Articles of Organization
- Verification of Administrator/Director Qualifications
- Job Descriptions
- Personnel Policies
- In-service Training for Staff
- Parent Handbook
- Schedule of Daily Activities
- Admission Agreement
- Sample Menu
- List of Furniture/Play Equipment
- Control of Property
- Bacteriological Analysis of Private Water Supply

- Application Fee (see above table for appropriate fee)

Be sure to keep a photocopy of your entire application packet for your records.

Once the appropriate forms and supporting documents have been submitted to and accepted by the local licensing district office, the Sacramento Headquarters office will send information on how to obtain fingerprint clearances and child abuse index checks.

An evaluation visit is needed before a license is granted. During the site evaluation visit, the Licensing Program Analyst will look to see that the child care center meets the basic health and safety regulations, as well as the following requirements:

- Criminal record clearances for licensee, director, and staff have been received by CCLD and forwarded to the Department of Justice.
- An appropriate fire clearance is on file.
- Facility has current disaster and mass casualty plan. Disaster instructions and drills meet requirements.
- There are sufficient financial resources to meet operating costs.
- First aid supplies are maintained and properly stored.
- Appropriate arrangements for emergency medical care have been made.
- Arrangements for the isolation and care of children who become ill have been made.
- Provisions for naps or rest without distraction or disturbance have been made.
- The facility is clean, safe, sanitary, and in good repair.
- Facility has suitable storage space for proper operation of facility.
- There is one toilet and one hand washing fixture for every 15 children.
- Drinking water is available in each playroom and on the playground.
- Appropriate records are maintained for each staff member and each child.
- A minimum of two snacks a day must be served for full day programs using items from two basic food groups.
- There is a minimum of 35 square feet of “unencumbered” floor space for each child and 50 square feet per infant. This means space where children can play

and excludes any diaper changing areas, kitchen, storage, office, restrooms, corridors, and/or fixed furniture areas. In addition, infant programs must include a sleeping area that is physically separate from the activity area.

- There is a minimum of 75 square feet of outdoor activity space per child. The area is to be enclosed by a secure fence, which is at least 4' tall. The outdoor area shall include shaded rest areas for children and include easy access to drinking water.

Staffing Requirements

Child care is a necessarily labor intensive service. State licensing regulations mandate a minimum staff-to-child ratio to ensure that health and safety standards can be met. The following staffing requirements should be interpreted as the minimum necessary to operate within the legal requirements.

- A fully qualified Director who is on-site at all times.
- An Assistant Director when 25 or more infants are in attendance.
- The **teacher-to-child ratio for infants (from birth to 24 months old)**: One teacher for every four infants in attendance or one teacher directly supervising no more than 12 infants, where each aide is responsible for no more than four infants.
- The **teacher-to-child ratio for the toddler option (from 18 months to 30 months old)**: One teacher for every six toddlers in attendance or two teachers or one teacher and one aide directly supervising no more than 12 toddlers.
- The **teacher-to-child ratio for preschool age children (from 24 months through five years of age)**: One teacher for every 12 preschoolers or one teacher and one aide directly supervising no more than 15 preschoolers, or up to 18 preschoolers if the aide meets certain education criteria.
- Teacher aides may not supervise children alone, but can assist a teacher with a group of up to 15 preschool age children. If the aide is currently completing at least two post-secondary semester units or equivalent units in early childhood education or child development each semester or quarter following initial employment, and continuing until six units have been completed, up to 18 children may be included in the group supervised by the teacher and the aide.

- If a program is licensed under the “toddler option”, toddlers are defined as children between 18 months and 30 months of age. The **teacher to child ratio for toddlers** is one teacher to six toddlers or one teacher and one aide supervising a maximum of 12 toddlers. The maximum group size for this age group is 12 children. Preschoolers are children from two and a half years through five years. Teacher to child ratios for this group mirror the preschool age ratios described above.
- **Programs licensed to serve school-aged children:** One teacher to 14 children, or one teacher and one aide for each group of 15 to 28 children, two teachers and one aide for between 29 and 42 children, or two teachers and two aides for groups numbering between 43 and 56 children.

The academic and experiential qualifications for a Center Director, Assistant Director, Teacher, and Aide are explained in detail in the licensing regulations.

In addition to the teaching staff, a child care program must include sufficient staff to carry out clerical, housekeeping, and maintenance functions.

CONNECTING WITH CHILD CARE RESOURCE AND REFERRAL AGENCIES

As soon as your program is licensed, you may want to contact your local child care resource and referral agency and request to be included in their child care referral program. Resource and referral agencies refer parents seeking child care to licensed child care facilities and can provide valuable information to child care operators on local child care rates, hours, and services as well as training opportunities. A listing of the Southern California Child Care Resource and Referral Agencies serving the Los Angeles county area are included in the Resource Directory section.

RESOURCE DIRECTORY

This section was intentionally left without content.

COUNTY OF LOS ANGELES DEPARTMENTS

Office of Child Care

Chief Administrative Office, Service Integration Branch
County of Los Angeles
222 South Hill Street, 5th Floor
Los Angeles, CA 90012
(213) 974-4103
www.lacountychildcare.org

Office hours: 8:00 a.m. – 5:00 p.m.
Monday – Friday

**Department of Public Health
Environmental Health Division
Housing and Institutions Program**

5050 Commerce Drive
Baldwin Park, CA 91706
(626) 430-5590

Office Hours: 8:00 a.m. – 5:00 p.m.
Monday – Friday

**Department of Public Works
Building and Safety Division**

900 South Fremont Avenue, 3rd Floor
Alhambra, CA 91803
www.ladpw.org

Headquarter Office Hours: 7:00 a.m. – 5:00 p.m.
Monday – Thursday
Call for district office locations and hours

Building Section	(626) 458-3173
Electrical Section	(626) 458-3180
Mechanical Section	(626) 458-3182
Research Section	(626) 458-3189

**Department of Regional Planning – Central Office
Land Development Coordinating Center**

Hall of Records, Room 1360
320 West Temple Street
Los Angeles, CA 90012
<http://planning.lacounty.gov>

Telephone service hours: 7:30 a.m. to 6:00 p.m., Monday – Thursday
Walk-in public information hours: 7:30 a.m. – 6:00 p.m., Monday – Thursday

Zoning Information (213) 974-6411
Land Development Coordinating Center (213) 974-6438

Plot Plan Review Application Form is also available at
http://planning.lacounty.gov/form_plot_plan.doc
Sample Plot Plan is available at http://planning.lacounty.gov/plot_plan2.doc.

**Los Angeles County Fire Department
Fire Prevention Division, Special Units I Section
Schools and Institutions Unit – South**

7733 Greenleaf Street
Whittier, CA 90602-2195
(310) 696-2034

Office Hours: 8:00 a.m. – 5:00 p.m.
Monday – Friday

Fire Department Institutions Unit – North

14425 Olive View Drive
Sylmar, CA 91342
(818) 362-5472

Office Hours: 8:00 a.m. – 5:00 p.m.
Monday – Friday

STATE CHILD CARE LICENSING

Child care licensing is administered by the California Department of Social Services, Community Care Licensing Division.

California Department of Social Services, Community Care Licensing Division Child Care Program Office

744 P Street M.S. 19-48

Sacramento, CA 95814

(916) 229-4500

www.cclcd.ca.gov

Within Los Angeles County, there are two regional child care offices, each serving a specific geographic area.

Los Angeles East Regional Office

1000 Corporate Center Drive, Suite 200B, MS:29-15

Monterey Park, CA 91754

(323) 981-3350

Los Angeles Northwest Regional Office

6167 Bristol Parkway, Suite 400 MS:29-13

Culver City, CA 90230

(310) 337-4333

CRIMINAL RECORD CLEARANCE (FINGERPRINTING)

Appointments for fingerprinting may be scheduled by telephone or online. To schedule an appointment, contact:

Identix Identification Services

(800) 315-4507 (toll free)

www.identix.com/iis

To locate the nearest LiveScan fingerprint site, visit:

www.cclcd.ca.gov/res/pdf/livescan_locations.pdf

You may also contact your local sheriff or police department to find out whether they offer fingerprinting services and to schedule an appointment.

TUBERCULOSIS SKIN TESTING

Tuberculosis (TB) Skin Testing may be performed by your employee's regular physician and covered under their health insurance policy. Local health departments also perform TB Skin Testing. The Los Angeles County Department of Public Health, Tuberculosis Control Program operates 12 Public Health Centers that offer TB testing and treatment services throughout the County. Call your local health center for days and hours of operation prior to visiting.

Antelope Valley

335B East Avenue K6
Lancaster, CA 93535
(661) 723-4648

Pomona

750 South Park Avenue
Pomona, CA 91766
(909) 868-0235

Central

241 North Figueroa Street
Los Angeles, CA 90012
(213) 240-8004

South

1552 East 102nd Street
Los Angeles, CA 90002
(323) 563-4053

Curtis Tucker

123 West Manchester Boulevard
Inglewood, CA 90301
(310) 419-5325

Torrance

711 Del Amo Boulevard
Torrance, CA 90502
(310) 354-2300

Glendale

501 North Glendale Avenue
Glendale, CA 91206
(818) 500-5760

West/Burke

2309 Pico Boulevard, Room 325
Santa Monica, CA 90405
(310) 998-3203

Hollywood-Wilshire

5205 Melrose Avenue
Los Angeles, CA 90038
(323) 769-7873

Whittier

7643 South Painter Avenue
Whittier, CA 90602
(562) 464-5350

Monrovia

330 Maple Avenue
Monrovia, CA 90038
(626) 256-1600

Pacoima

13300 Van Nuys Boulevard
Pacoima, CA 90016
(818) 896-1903

CHILD CARE RESOURCE AND REFERRAL AGENCIES

Center for Community and Family Services

649 Albertoni Street, Suite 201
Carson, CA 90745
(310) 217-2935
Compton, Downey, Lynwood, Torrance

Child Care Information Service (CCIS)

2968 Mataro Street
Pasadena, CA 91107
(626) 449-8221
Foothill communities, Pasadena

Child Care Resource Center (CCRC)

16650 Sherman Way
Van Nuys, CA 91406
(818) 256-1020
Antelope, San Fernando and Santa Clarita Valleys

Children's Home Society of California

330 Golden Shore Drive, Suite 20
Long Beach, CA 90801
(562) 256.7400
Bellflower, Cerritos, Lakewood, Long Beach, Norwalk

Connections for Children

2701 Ocean Park Boulevard, Suite 253
Santa Monica, CA 90405
(310) 452-3325
Culver City, Santa Monica, South Bay, West Los Angeles

Crystal Stairs

5110 Goldleaf Circle
Los Angeles, CA 90056-1282
(323) 421-1029
Gardena, Hawthorne, Inglewood, Lawndale, South Central Los Angeles

Mexican American Opportunity Foundation (MAOF)

972 South Goodrich Boulevard
Commerce, CA 90022
(323) 890-1555
East and Southeast Los Angeles, Montebello

Options - A Child Care and Human Services Agency

13100 Brooks Drive, Suite 200
Baldwin Park, CA 91706
(626) 856-5900
San Gabriel Valley, Whittier

Pathways

3550 West Sixth Street, Suite 500
Los Angeles, CA 90020
(213) 427-2700
Downtown Los Angeles, Hollywood, Mid-Wilshire, Silver Lake, West Hollywood

**Pomona Unified School District
Child Development Program**

1460 East Holt
Pomona, CA 91767
(909) 397-4740
Pomona and surrounding cities

LEGAL SERVICES

**Child Care Law Project
Public Counsel Law Center**

610 South Ardmore Avenue
Los Angeles, CA 90005
(213) 385-2977 x 300
www.publiccounsel.org

CHILDREN WITH SPECIAL NEEDS

**Office on the Americans with Disabilities Act
United States Department of Justice**

P.O. Box 66118
Washington, D.C. 22035-6118
National ADA Information Line:
(800) 514-0301 (toll free)
(800) 514-0383 (TDD)
www.ada.gov

Special Needs Advisory Project

Special Needs Advisory Project (SNAP) provides education and resources to families and child care providers throughout Los Angeles County. SNAP offers technical assistance designed to build the capacity of child care and development programs to serve children with special needs. Each of the 10 Child Care Resource and Referral Agencies hosts a SNAP specialist; contact your local Resource and Referral Agency (see above section) to access SNAP services.

TECHNICAL ASSISTANCE

Building Child Care

(888) 411-3535 (toll free)

www.buildingchildcare.org

Child and Adult Care Food Program California Food Policy Advocate (CACFP)

(415) 777-4422 x 102 (Ken Hecht)

khecht@cfpa.net

www.cfpa.net/CCFP/ChildandAdultDaycare.htm

Constructing Connections LA

A Project of Crystal Stairs, Inc.

5110 West Goldleaf Circle

Los Angeles, CA 90056

(800) 380-KIDS (5437)

(323) 421-1079 (facsimile)

Small Business Administration

(800) 827-5722

www.sba.gov

PROFESSIONAL ORGANIZATIONS

National Association for the Education of Young Children (NAEYC)

1509 16th Street N.W.

Washington, D.C. 20036

(800) 424-2460

www.naeyc.org

National Association for Family Child Care (NAFCC)

5202 Pinemont Drive

Salt Lake City, Utah 84123

(801) 269-9338

National AfterSchool Association

1137 Washington Street

Dorchester, MA 02124

(617) 298-5012

www.naaweb.org

Family Child Care Associations

California Association for Early Childhood Education

Lakewood, California

(562) 728-5979

sandfcc@aol.com

Family Child Care Educators Association

P.O. Box 6288

Altadena, CA 91003

(626) 588-1290

(626) 398-4700

fcceassocoffice@onebox.com

www.FCCEA.com

Family Day Care Association of the Santa Clarita Valley

P.O. Box 802232

Santa Clarita, CA 91354-2232

(661) 250-4238

www.angelfire.co/ok3/familydaycareassoc/

Greater Long Beach/Lakewood Family Child Care Association, Inc.

Long Beach, CA

(562) 423-1086

www.childcarelb.com

Hispanic Child Care Provider Association

Los Angeles, CA 90019

(323) 935-4035

HCCPALA@aol.com

Los Angeles Family Child Care Association

Los Angeles, CA 90035

(323) 939-3764

AuntieRoxs@worldnet.att.net

APPENDICES

Appendix A

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**COUNTY OF LOS ANGELES
DEPARTMENT OF REGIONAL PLANNING**

**NOTICE OF INTENT TO OPERATE A LARGE FAMILY CHILD CARE HOME
IN THE UNINCORPORATED AREAS OF LOS ANGELES COUNTY**

LFCCH Case No. _____

Child Care Provider Name _____

Property Address _____

T.G. Page

The above-designated person(s) is a resident of, and intend(s) to operate a large family child care home for 9-14 children, including those who reside at the home, at the above address.

As required under the terms of Section 22.20.021 of the Los Angeles County Code, I agree to comply with the following conditions. I further understand that should any of these conditions be violated, the director of planning, after notice and public hearing held at my expense, has the authority to modify the conditions of operation or to cause the discontinuance of the large family child care home at the above address.

I agree to:

1. Provide a drop-off/pick-up area suitable to avoid interference with traffic and promote the safety of the children.
2. Comply with both State and County Fire Department and Fire Code requirements.
3. Comply with all provisions of the Los Angeles County Code relating to large family child care homes.
4. Comply with all requirements of the State Department of Social Services Child Care Licensing Division.
5. Comply with all provisions of Los Angeles County Noise Ordinance (Chapter 12.08 or Title 12 [Environmental Protection]).
6. Conform to the provisions of Part 10 of Chapter 22.52 of the County Zoning Code (Signs).
7. Maintain the residential character of the building and site.

I also affirm that proposed facility at the proposed address is not located on:

- a. The first or second lots adjoining either side of an existing large family child care home or the same side of the street; or
- b. The lot(s) directly across the street from an existing large family child care home, and the first lot adjoining either side thereof; or
- c. Where the lot configuration, such as corner lots or parcels of land, do not conform with those cited in subsections a and b above, lots that are of comparable proximity to those cited above as determined by the director.

I certify under penalty of perjury that the foregoing statements and answers are true and correct to the best of my knowledge, and that the dwelling unit will only be used for the purpose requested, and/or other uses permitted by the County Zoning Code. I also certify that the large family child care home herein described will not be operated unless and until, the same has been fully licensed and continues to be fully licensed for such use by the State of California.

Signed _____ Date _____

(PLEASE PRINT)

Child care provider's name:

Child care providers' mailing address:

Child care provider's telephone no. _____

*If a proposed large family child care home is not in compliance with the conditions stated above, the provider may apply for a Director's Review and approval in accordance with the provisions of Section 22.56.1757 of the Los Angeles County Code.

Date Filed _____

Accepted by _____

FILING INSTRUCTIONS

THIS DOCUMENT MUST BE TYPED OR COMPLETED IN INK. THE ORIGINAL APPLICATION SHALL BE FILED WITH THE DEPARTMENT OF REGIONAL PLANNING AT 320 WEST TEMPLE STREET, LOS ANGELES

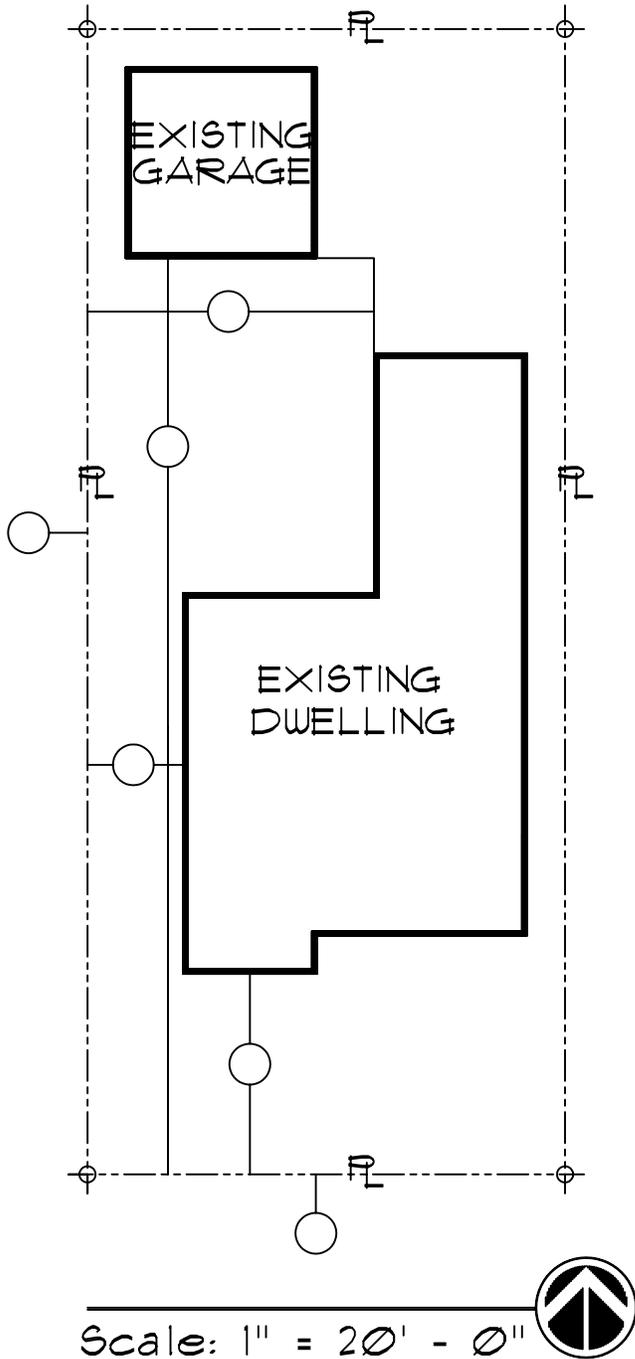
6/28/2004

Appendix B

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SAMPLE PLOT PLAN

FOR LARGE FAMILY DAY CARE CENTER



Show all dimensions in circles —○—

Show:

- Name & address of applicant
- Address of property
- Number of non-resident staff, if any
- Number of children to be cared for
- number of children who reside on property and are under 10 years old

Draw house and garage to scale and in place
Show boundaries and dimensions of driveway and any other parking / drop-off / pick-up areas
Show north arrow and scale

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Appendix C

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Permit No. _____

Project No. _____

SITE PLAN REVIEW REVISED EXHIBIT "A"



Los Angeles County Department of Regional Planning

320 West Temple Street - Los Angeles - California 90012-3208

Tel: (213) 974-6411

<http://planning.co.la.ca.us>

Required Items for Plot Plan Review/ Revised Exhibit "A" (Application will not be accepted if an item is missing):

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Completed application with original signatures in blue ink. 2. Three sets of plans FOLDED into 8 1/2" x 14" size (site plan, floor plan and elevations). Six sets of plans for Coastal Applications. 3. At least four different printed color photos of the property and four different printed color interior photos of all accessory structures (garage, storage, guesthouse, workshop, etc). 4. A copy of the Grant Deed if ownership has recently changed. 5. "Second Units" must provide all supplemental information. | <ol style="list-style-type: none"> 6. Indicate all applicable development standards on plans, including Community Standards Districts' requirements. 7. Fees. Make checks payable to "Los Angeles County" 8. All applications must be submitted in person. No applications will be accepted through the mail. 9. Applications will not be accepted for properties with existing zoning violations except if requested in writing by a zoning enforcement officer. |
|--|---|

1. Subject Property

For Staff Use Only

Assessors Parcel Number: _____

Filed: _____

Address or Location of Property: _____

Action: _____

Supervisorial District: _____

Legal Description (Attach Exhibit 'A' if legal description is extensive):

Thomas Guide page and grid:

2. Record Owner

3. Applicant

3. Agent

Name: _____

Name: _____

Name: _____

Address: _____

Address: _____

Address: _____

City: _____

Zip: _____

City: _____

Zip: _____

City: _____

Zip: _____

Daytime Phone: _____

Daytime Phone: _____

Daytime Phone: _____

Email: _____

Email: _____

Email: _____

Mark here if you prefer to be contacted by phone to pick up plans, otherwise plans will be mailed to Applicant or Contact when review is completed. Please specify who to contact: Record Owner Applicant Agent

4. Owner's Consent (Original Signature Signed in Blue Ink)

I, the owner of the subject property, have read, understand, and consent to the submission of this application (If the applicant signs for the owner please submit a letter of authorization from the owner with original signature(s):

Signature: _____

Date: _____

(MUST BE SIGNED IN BLUE INK)

5. Applicant or Owner Certification (Original Signature Signed in Blue Ink)

I hereby certify under penalty of perjury that the information provided herein, including all attachments, is correct to the best of my knowledge:

Signature: _____

Date: _____

(MUST BE SIGNED IN BLUE INK)

10. Oak Tree Statement (pursuant to Chapter 22.56, Part 16)

Please check one box, sign and date.

No oak tree protected zone(s) are located on the subject property or access thereto. The protected zone is measured five feet from the outer dripline or 15 feet from the trunk, whichever is greater.

Oak tree protected zone(s), are located on the subject property or access thereto. However, I certify that no activity (grading, paving, construction, landscaping, and/or trimming of tree branches greater than two inches in diameter) will take place within the protected zone of any oak tree. The protected zone is measured five feet from the outer dripline or 15 feet from the trunk, whichever is greater. All oak trees and their driplines and protected zones drawn to scale, are depicted on the site plans. Trunk diameter(s) are also indicated.

Oak tree protected zone(s), or portions thereof, are located on the subject property. I propose activity (grading, paving, construction, landscaping, and/or trimming of tree branches greater than two inches in diameter) within the protected zone(s) of the oak tree(s). I am concurrently applying for an oak tree permit for such activity. All oak trees and their protected zones, drawn to scale, are depicted on the site plans. Trunk diameter(s) are indicated.

Signature: _____ Date: _____

11. Certification of Lobbyist Requirements (ordinance No. 93-0031)*

The Los Angeles County Lobbyist Ordinance, effective May 7, 1993, requires certification that each person who applies for a County permit is familiar with the requirements of Ordinance No. 93-0031 (Lobbyist Ordinance), and that all persons acting on behalf of the applicant have complied and will continue to comply with the requirements of said Ordinance through the application process.

I hereby certify that I am familiar with the requirements of Ordinance No. 93-0031. I further understand that the making of such a certification, and compliance with this ordinance, shall be conditions precedent to the granting of the requested permit, license, contract or franchise.

Signature: _____ Date: _____

*Please see page 7 for information about the ordinance

LOBBYIST PERMIT NO(S) IF APPLICABLE:

12. Yard Modification Burden of Proof (only required for yard modification applications)

Los Angeles County Zoning Ordinance Section 22.48.180 authorizes the Director of Planning without notice or hearing to grant a modification to specified setback regulations of the Zoning Ordinance where topographic features, subdivision plans and other conditions create an unnecessary hardship or unreasonable regulation or make it obviously impractical to require compliance with the setback requirements (See page 5 of this application for yard modification instructions).

A. What topographic features, lot design or other conditions justify the setback modifications?
(If necessary attach additional pages)

B. Are other adjacent or neighboring properties enjoying setbacks similar to what you propose? If so, please list addresses, relevant setback, height, and description of structure involved. Include photos and a vicinity map showing the location of all listed properties. (If necessary attach additional pages)

INSTRUCTIONS AND CHECKLIST

Please Read Before Filling Out Application

Plot Plan Application and Plans

RECORD OWNER

The current record owner of the property must sign the application. If the owner authorizes the applicant or contact to sign, the owner must write a letter of authorization with original signature in blue ink (photocopies or faxes will not be accepted). If the record owner is a Corporation, a copy of the articles of incorporation are required verifying that the signator is authorized to sign for the corporation.

CHANGES

It is the responsibility of the owner to notify the Planning Director in writing of any changes to the proposed project or the principals involved during the processing of this case.

APPOINTMENT

Submission of three or more application forms requires an appointment. Call the Land Development Coordinating Center at (213) 974-6438. No exceptions.

FEES

Refer to the Fee Schedule for current fees. Checks should be made payable to "County of Los Angeles Department of Regional Planning." Insufficient funds will result in a returned check fee and a delay in case processing.

CERTIFICATE OF COMPLIANCE

A certificate of compliance is necessary for all parcels except those in a recorded land division. Please be aware that this must be resolved prior to site plan approval. Contact the Land Division Research Section at (213) 974-6458 for information.

SITE APPROVAL

Approval only verifies that the design is consistent with the Zoning Ordinance. The physical capability of the property and the feasibility of any construction requires approval by the Department of Public Works, Building and Safety Division, and any other regulatory agencies, as applicable.

PHOTOGRAPHS

Provide at least four clear color photographs that show the subject property. Photographs must be labeled or numbered and referenced on a copy of the plot plan, in a photo key.

PLOT PLAN

Three copies of plans (site plan, floor plan, and elevations) are required and six copies of plans are required for projects within the Malibu Coastal Zone. Plans must graphically depict all existing and proposed development features. The plans provided must delineate all property lines and the location, height and size of buildings, walls, and driveways. Plans must be folded no larger than 8 ½ " x 14" in size.

GRADING

Plans must note the total cubic yards of cut and/or fill grading proposed. Depict finished and natural grade lines on the elevation plans.

SCALE

Plans must be drawn to a scale of at least one inch equals twenty feet or 1/8 inch equals one foot. The scale must be indicated on the plans. Unusual, non-standard or immeasurable scales will not be accepted. Verify scale because reproduction process may distort plan copies.

DRAWING SIZE

Drawings will be rejected if the paper size is too small to show all required information. The common size is about 2 feet by 3 feet. If properties are very large, provide a detailed site plan of only the development site, and include a dimensioned inset map of the entire subject property.

DIMENSIONS

Plan must be fully dimensioned and oriented with a North arrow clearly indicated on the plans. Do not use the edge of the paper as a property line. All drawings should have a borderline and title block.

BUILDINGS

Identify all existing and proposed structures on the subject property. Specify height and number of stories of all structures. Provide floor plans and elevations for all structures with existing and finished grades.

FENCES and WALLS

Show the location, height, and materials of all existing and proposed fences and walls on the subject property. Wall cross-sections are required for all retaining walls.

FEATURES

Indicate landscaping, topography and other development features applicable to the request.

ACCESS

Driveway access, back-up areas, and parking must be shown and fully dimensioned. Depict street names, centerlines and widths of all existing and proposed highways, streets and alleys adjacent to the subject property.

BUILDING PERMITS

Submit all building permits and the Assessor's building description blank for the existing buildings on the subject property. Visit your local Building and Safety office and Assessors office for copies of permits.

OAK TREE PERMITS (Chapter 22.56, Part 16)

The Zoning Ordinance requires approval of an Oak Tree Permit when activities take place within the protected zone of any qualifying oak tree. Identify all qualifying oak trees on the subject property showing trunk dimensions, drip lines and protected zones. Make an appointment to submit the Plot Plan and Oak Tree permit together.

NOTES

Note on the plans the address and legal description of the subject property, the owner's and applicant's name, address and phone number.

GRANT DEED

A copy of the latest recorded Grant Deed is required if the property has recently changed ownership, or if the legal description needs to be verified.

COMMUNITY STANDARDS DISTRICTS (CSD)

Verify before submittal of the site plan application if the property is located within a Community Standards District. Plans must include any additional information required and compliance with all applicable CSD regulations.

ADDITIONAL INFORMATION

Submit additional information required by the intake planner or plan checker as promptly as possible. If the given due date for corrections are not met your plot plan review will be denied.

**Additional Instructions for Completing
Non-Residential Plot Plans**

PARKING DATA FORM

For commercial, industrial or specialized uses, complete No. 8 on the application.

OCCUPANCY

For eating establishments, entertainment uses, bars, nightclubs, churches, auditoriums and any other public assembly the occupancy load is officially determined by the local Department of Public Works and Building and Safety office. Attach signed and dated official Building and Safety "Form A" to application.

PARKING

If required parking is not provided on-site or the required parking is not provided, a minor parking deviation or parking permit must be filled. Make an appointment to file either parking permit.

DESIGN

All parking spaces, aisles, turning areas and driveways must be clearly marked and dimensioned.

LANDSCAPING

Depict all landscaped areas on the subject property and provide the area calculation in square feet. Landscaping in the public right of way does not offset required landscaping. Landscaping shown with a parking stall is not counted as part of the required landscaping.

BUILDINGS

Provide building location, size and dimensions, use, fully dimensioned property lines and distance to buildings. If there is

more than one tenant or use, identify the uses and floor area (square feet) of each use.

Yard Modifications

BURDEN OF PROOF

Respond to the question in section 12 of this application "Yard Modification Burden of Proof". Submit photographs, with the address noted on the back, of any properties noted to have similar setbacks to those requested (question B. in Section 12).

VICINITY MAP

Show the location and dimension of all buildings and structures on adjacent lots that have similar setbacks to those being requested on a separate radius map up to 500 feet (linked to question B in section 12).

OWNERSHIP LIST and GUM LABELS

Provide an address list and gum labels of all property owners within a 100-foot radius of the subject property's outer boundaries. The gum labels will be used to notify property owners of the yard modification request. Property owners will have 15 days to comment on the request prior to final action on the application.

OWNERSHIP RADIUS MAP

Provide a 100-foot radius map to show the location of the subject property and neighboring parcels.

**Additional Instructions for Completing
Sign Plan Review**

SIGNS

Provide fully dimensioned plans illustrating the size and location of proposed signs. Show distances between all proposed and existing freestanding/wall/roof signs and distances from proposed signs to all rear and side property lines. Identify existing signs to remain.

PROFILE

Provide building elevations for each side that has a wall or roof sign. Identify all heights including maximum building height and the height at which the sign(s) shall be installed.

STREET FRONTAGE

Provide the total feet of street frontage pertaining to the building or unit.

SIGN PROGRAMS

If a Sign Program is required, identify all tenants, uses, and total frontage per unit. Show all buildings, location of signs on buildings, parking areas, street frontages, and public entrances to buildings. Note the total signage area (square feet) allowed.

INFORMATION

LOS ANGELES COUNTY LOBBYIST ORDINANCE

The intent of the Los Angeles County Lobbyist Ordinance is to make lobbying more open and visible to the general public. In this way, the public can be better informed of activities designed to influence official action.

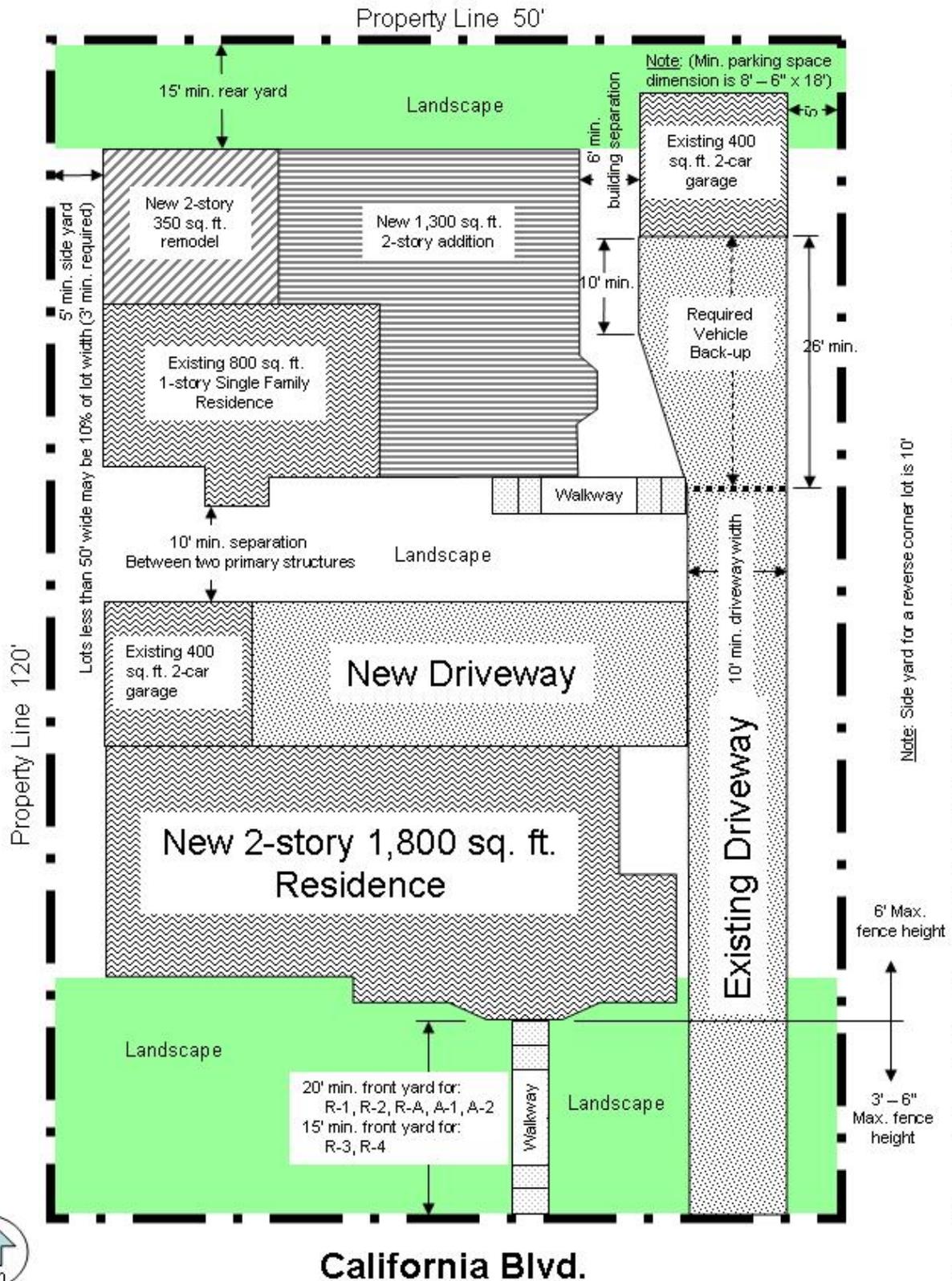
County lobbyists are defined in the ordinance as "...any individual who is employed, contracts or otherwise receives compensation, other than reimbursement for reasonable travel expenses, to communicate directly, or through agents, employees or subcontractors, with any county official for the purpose of influencing official action, if a substantial or regular portion of the activities for which he or she receives such compensation is for the purpose of influencing official action." Lobbyists are required to register, pay a registration fee and disclose their lobbying activities on designated forms with the Executive Office of the Board of Supervisors (address below).

The ordinance also requires anyone who applies for a County permit to sign a certification. This is to state that they are aware of the lobbyist ordinance and if they are represented by a lobbyist, that the lobbyist is complying with the ordinance. To implement the provisions of this ordinance and to make compliance simpler for those who are not lobbyists, the Department of Regional Planning has prepared the certification form under item No. 10 of the plot plan review application.

If you would like to obtain a copy of the ordinance you may contact:

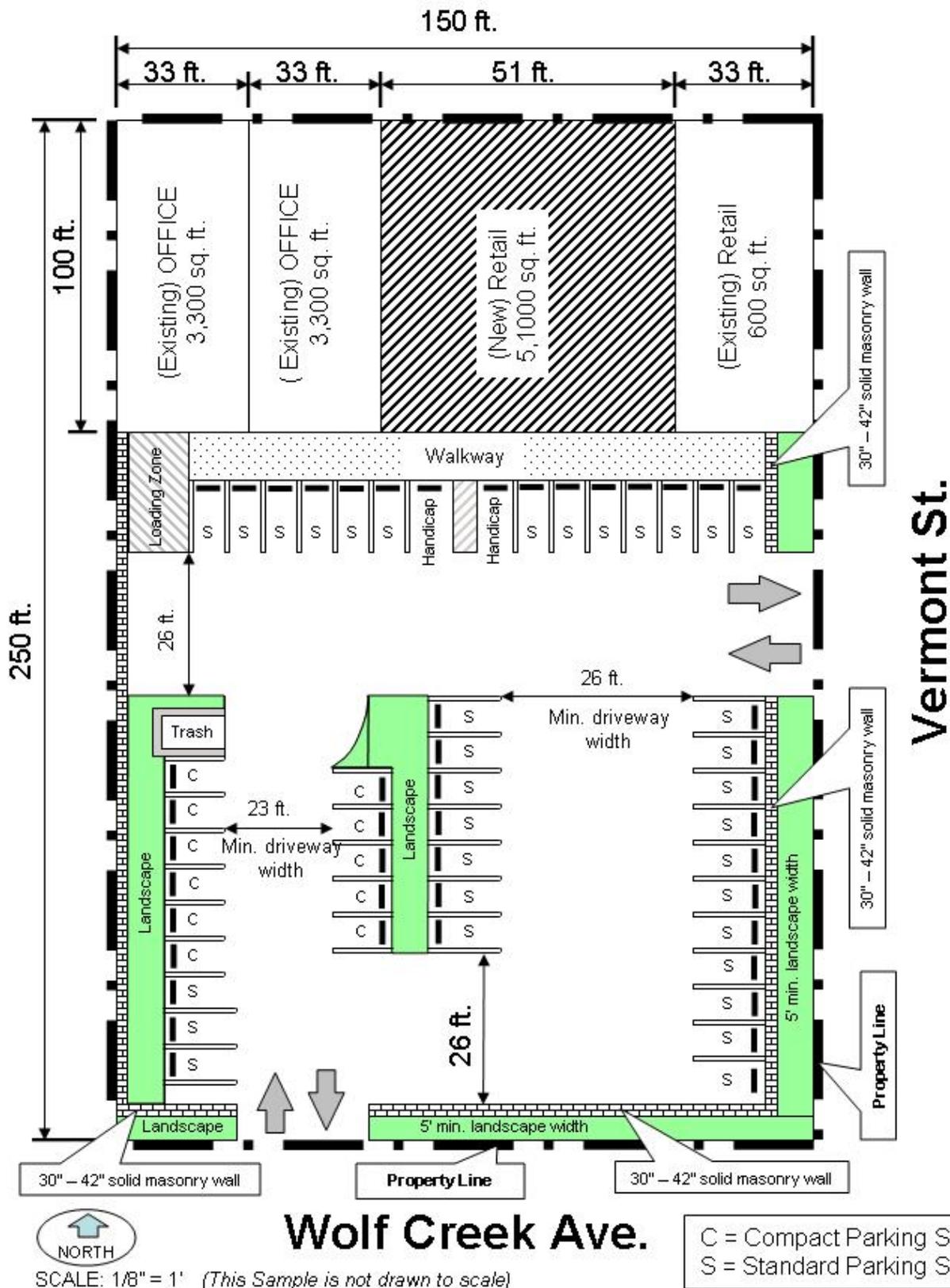
Executive Office of the Board of Supervisors
County of Los Angeles Kenneth Hahn Hall of Administration
500 W. Temple Street, Room 383
Los Angeles, CA 90012
(213) 974-1093

SAMPLE RESIDENTIAL SITE PLAN



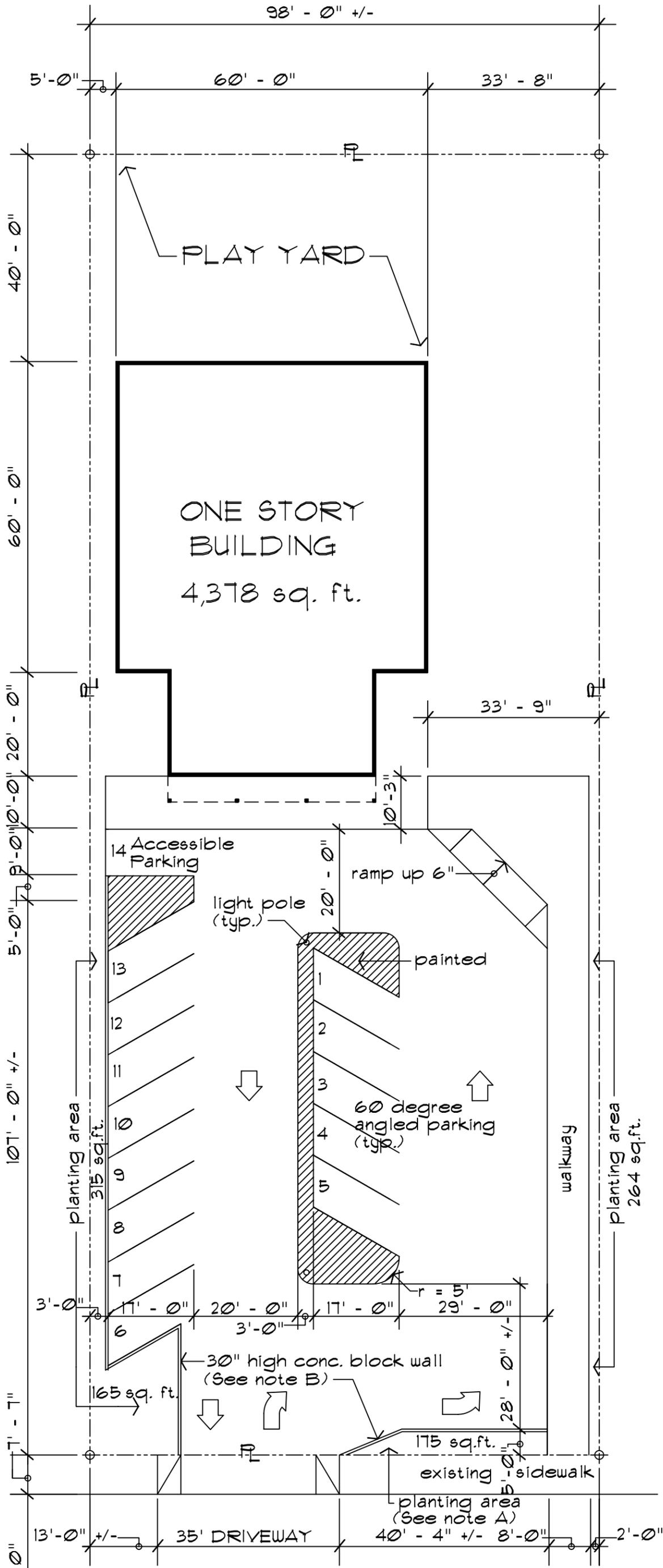
Scale: 1/8" = 1' (Note: This sample drawing is not to scale)

Sample Commercial Site Plan



Appendix D

This section was intentionally left without content.



NOTES:

- A. 10% of entire site must be landscaped.
- B. Required across the entire front in commercial zones, 30" - 42" high.

CHILD DEVELOPMENT CENTER

Scale: 1" = 20' - 0"

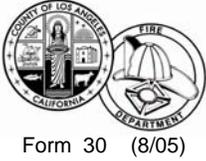


12345 CARSON STREET

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Appendix E

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COUNTY OF LOS ANGELES FIRE DEPARTMENT FIRE PREVENTION DIVISION

Form 30 (8/05)

NOTICE TO PROSPECTIVE BUSINESSES STATEMENT OF INTENDED USE

Various processes and situations in commercial and industrial establishments can create fire and life safety hazards. In order to provide a reasonable degree of safety to life and protection of property, specific requirements have been established in the Fire, Building, and Life Safety Codes. To help us assess what particular laws apply to your business, please provide the following information:

PART I – Building Information

Business Name: _____

Business Address: _____

Number of Buildings: _____ Type of Construction: _____ Square Footage: _____

PART II – Questionnaire

	Yes	No
1. Will your store or handle an aggregate quantity <u>aerosol products</u> in excess of 500 lbs.?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will you install or operate a stationary <u>lead-acid battery system</u> more than 100 gallons?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will you produce dust or loose <u>combustible fibers</u> in excess of 100 cubic feet?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will you be storing more that 2500 cubic feet of <u>combustible materials</u> (boxes, rubber)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will you store, handle or use <u>compressed gases</u> ? (Table 105-A)	<input type="checkbox"/>	<input type="checkbox"/>
6. Will you produce, store or handle <u>cryogen</u> s? (Table 105-B)	<input type="checkbox"/>	<input type="checkbox"/>
7. Will you engage in the business of <u>dry cleaning</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will you conduct an operation which produces <u>combustible dusts</u> (i.e. flour, magnesium)?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will you have any <u>explosives or blasting agents</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will you store, handle, use or dispense <u>flammable or combustible liquids</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will you store, transport on site, dispense, use or handle <u>hazardous materials</u> ? (Table 105-C)	<input type="checkbox"/>	<input type="checkbox"/>
12. Will you have over 500 square feet of <u>high-piled combustible storage</u> ? (>12 feet)	<input type="checkbox"/>	<input type="checkbox"/>
13. Will you store, handle or use <u>liquefied petroleum gases</u> (LPG)?	<input type="checkbox"/>	<input type="checkbox"/>
14. Will you melt, cast, heat treat or grind more than 10 lbs. of <u>magnesium</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
15. Will you have a motor vehicle <u>fuel-dispensing station</u> ?	<input type="checkbox"/>	<input type="checkbox"/>

- | | Yes | No |
|---|--------------------------|--------------------------|
| 16. Will you manufacture more than 1 gallon of <u>organic coating</u> per day? | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Will you operate an <u>industrial baking or drying oven</u> ? | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Will you operate a <u>place of assembly</u> (Drinking, Dining, or Gathering) for more than 50 people? | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Will you store or handle <u>radioactive materials</u> ? | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Will you have a <u>refrigeration</u> system with >220 lbs. Group A1 or >30 pounds of any other refrigerant? | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Will you operate a <u>repair garage</u> for servicing or repairing automobiles? | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Will you be conducting <u>hot work</u> (welding, cutting or use flame producing devices or torches)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Will you <u>apply flammable or combustible liquids</u> (Spray booth, Dip tank, Powder Coating, Rolling)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Will you store over 1000 cubic feet of <u>tires</u> in an outside area? | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Will you <u>store, lumber, wood chips, hogged material or plywood</u> in excess of 200 cubic feet? | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Is your building equipped with automatic fire sprinklers? If YES then: | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> a) Calculated sprinkler system _____ GPM/SqFt _____ Design Area (i.e. .3/3000)
(Density and certification information can usually be found on labels on the main sprinkler system riser for each system) b) Pipe Schedule (non-calculated) sprinkler system, Date system installed _____ c) Early Suppression Fast-Response (ESFR) sprinkler system _____ PSI ESFR K Factor _____ d) Other type Sprinkler System – list type and location: _____ e) Date of last sprinkler system 5 year certification (Title 19 CCR) – LA County Form 410C: _____ f) Fire sprinkler alarm monitoring company: _____ | | |
| 27. Is your building equipped with automatic fire detection (smoke detector, heat detector, manual pull)? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> a) Date of last alarm system certification: _____ b) Alarm monitoring company: _____ | | |

PART III – Intended Use Statement

1. Number of employees: _____
2. Hours of operation: _____ To _____
3. Describe the method of disposing of combustible or hazardous waste materials.

4. **SUBMIT LETTER:** Submit a signed, legible letter (preferably type written and on your company's letterhead) stating your intended use for the property. In the letter, describe materials you will be storing and using on the property. Explain the method of storage (e.g. racks, pallets), storage dimensions, and where the materials will be located on the property. Describe how you will be using the materials. Explain any alterations to the building that are planned. **(See attached example).**
5. **SUBMIT SITE PLAN/FLOOR PLAN:** Submit site plan drawn to rough scale showing the property size and location, building size and location on property: both in square feet. Show all exit doors, fire extinguishers, fire hose cabinets, special fire or life safety systems, and any item(s) marked "yes" in Part II. **(See attached example).**

6. **FIRE EXTINGUISHER REQUIREMENTS:**

- Light Hazard occupancy (office, classrooms, medical offices, etc.) Provide a minimum of (1) 2A10BC rated fire extinguisher mounted in an accessible conspicuous area. One extinguisher is required for every 6000 square feet and the travel distance to a fire extinguisher shall not exceed 75 feet from any point.
- Ordinary Hazard occupancy (mercantile storage, dining areas, and display, warehouses, light manufacturing) Provide a minimum of (1) 2A20BC rated fire extinguisher mounted in an accessible conspicuous area. One extinguisher is required for every 3000 square feet and the travel distance to a fire extinguisher shall not exceed 75 feet from any point.
- Extra Hazard occupancy (Hazardous Materials, flammable liquid, vehicle repair, cooking areas, woodworking uses) Provide a minimum of (1) 4A40BC rated fire extinguisher mounted in an accessible conspicuous area. One extinguisher is required for every 2000 square feet and the travel distance to a fire extinguisher shall not exceed 50 feet from any point.
- Kitchen Hood System – One Class K fire extinguisher shall be placed within 30 feet of all grease cooking operations in a commercial kitchen. (No "A or C" rating shall be mounted near kitchen hood system.) (ABC multi-purpose fire extinguishers may compromise the powder in fixed kitchen hood systems.)

NOTE: These are typical minimum requirements. The inspector may require more fire extinguishers due to special operations or processes being used. For example spray booths, special electrical hazards, exotic metals, and other situations will require increased protection.

7. **HAZARDOUS MATERIALS DECLARATION**

- THIS BUILDING WILL USE HAZARDOUS MATERIALS IN EXCESS OF NON-REPORTABLE AMOUNTS.**
- THIS BUILDING WILL NOT USE HAZARDOUS MATERIALS OR USES NON-REPORTABLE AMOUNTS.**

NON-HANDLER DECLARATION

A hazardous material may be broadly defined as any material that because of its quantity, concentration, or physical or chemical characteristics; poses a significant, present, or potential hazard to human health and safety, property, or to the environment. A hazardous material includes, but is not limited to any substance or material which the handler or the administering agency has a reasonable basis for believing would be injurious a person's health and safety or harmful to the environment if released into the work place or surrounding areas.

By signing below, I declare that the above named business, organization, or occupant will not handle a hazardous material or mixture containing hazardous material which has a quantity at any one time during the reporting year equal to, or greater than, a total weight of 500 pounds, or a total of 55 gallons, or 200 cubic feet at standard temperature and pressure for compressed gas.

Print Name and Title of Declarer: _____ Date: _____

Declarer Signature: _____ Fire Department Representative: _____

PART IV – High Piled Combustible Storage:

In Article 2 of the County of Los Angeles Fire Code, high pile combustible storage is defined as: Storage of combustible materials [product and/or packaging] in closely packed piles (floor storage) or combustible materials on pallets, in racks, or on shelves where the top of storage is **greater than 12 feet in height**. High piled combustible storage also includes certain high hazard commodities, such as rubber tires, group A plastics, flammable liquids, idle pallets, and similar commodities, where the top of the storage is greater than 6 feet in height.

It is very important to contact a fire inspector prior to consideration of storing high-piled combustible storage. Many of the permit requirements must be built into your building. If your building is not approved for high-piled combustible storage it may be cost prohibitive. For example; if you have a pipe schedule sprinkler system – no high piled storage is permitted until the system is calculated. A fire inspector can assist you with fire department requirements.

- THIS BUILDING WILL NOT BE USED FOR HIGH-PILED COMBUSTIBLE STORAGE.**
- THIS BUILDING WILL BE USED FOR HIGH-PILED COMBUSTIBLE STORAGE.** “Permit is Required.” Contact a Fire Inspector for permit requirements.

THIS BUILDING IS A SPECULATION BUILDING WITHOUT A TENANT AT THIS TIME. The tenant will be notified to contact the fire department prior to use of the building.

TO OBTAIN A STAMP FROM THE FIRE DEPARTMENT YOU MUST BRING THE FOLLOWING ITEMS TO THE JURISDICTIONAL FIRE PREVENTION OFFICE:

- THIS COMPLETED FORM
- A SIGNED, LEGIBLE LETTER (PART III, NUMBER 4.)
- A SITE PLAN/FLOOR PLAN (PART III, NUMBER 5.)

FIRE DEPARTMENT STAMP:

THE FOLLOWING PERMITS ARE REQUIRED: _____

- ◆ PERMIT INFORMATION SHEETS WILL BE PROVIDED FOR REQUIRED PERMITS. (Permit Information Sheets are also available for viewing on our website. Go to www.lacofd.org, under Fire Prevention Division look for “Permit Requirements”.)
- ◆ PERMITS WILL ONLY BE ISSUED BY A FIRE INSPECTOR. PLEASE CONTACT YOUR FIRE INSPECTOR TO SCHEDULE AN INSPECTION.

County of Los Angeles Fire Department
Occupant Emergency Information

Please type or neatly print!
See reverse side for explanations

GENERAL INFORMATION:

Business Name: _____

DBA/AFA/FKA: _____ Effective Date: _____

Street Address: _____ Suite/Apt _____

City: _____ State: _____ ZIP+4: _____

___ new construction, name change, or ownership change: _____

___ a new occupant moving in and the previous occupant/business has moved out _____

___ sharing the above address with another occupant/business by the name of: _____

Mailing Address (only if different than above): _____

Phone: (____) _____ ext _____ Fax: (____) _____

Generic E-mail: _____ Number of employees: _____

Senior Person: _____ Title: _____

Describe Property Use: _____

Hazardous Material: _____

Notes/Special Concerns: _____

Thomas Guide: _____ Cross Street: _____

City License/Permit #: _____ Zone: _____ Fire Station #: _____

Water Company : _____ Phone: (____) _____

PROPERTY INFORMATION:

Landlord/Property Owner Name: _____ Phone: (____) _____

Address: _____

Contact Person Name: _____ Title: _____

Occupancy Code: ____ Roof Type: _____ SQFT: _____ Stories: _____ High Piled: ____ Fire Sprinklers: ____

Basement: ____ Target Hazard: ____ HM Handler: ____ FD Permit: ____

EMERGENCY CONTACT INFORMATION: (24 Hour number – usually home phone)

1st Person to contact: _____ Title: _____ Phone: (____) _____

2nd Person to contact: _____ Title: _____ Phone: (____) _____

3rd Person to contact: _____ Title: _____ Phone: (____) _____

Alarm Company: _____ Phone: (____) _____

Big Ben Furniture Company
1000 South Anyplace
Your City, CA 00000

April 26, 2002

To Whom It May Concern:

The following information is in answer to your request regarding the business operation to be conducted at the above address.

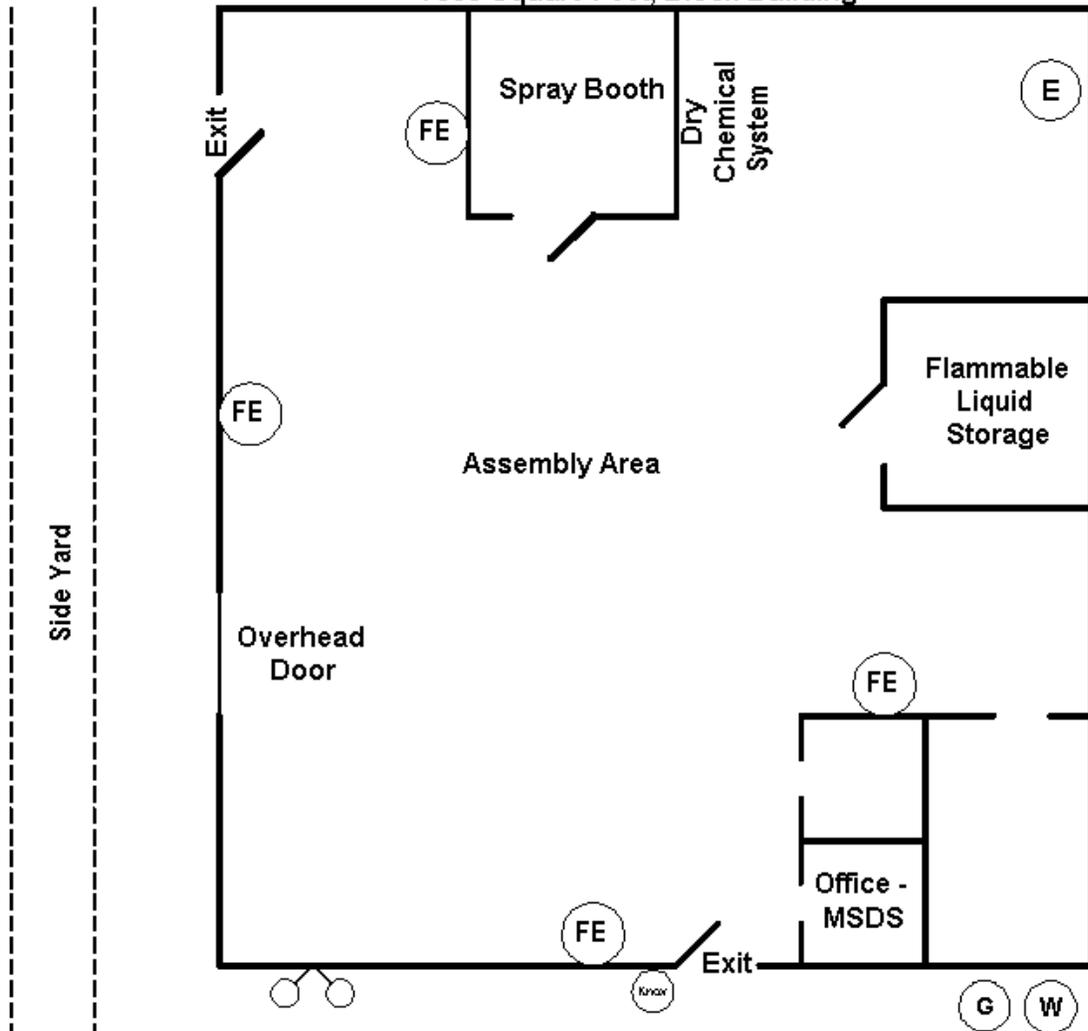
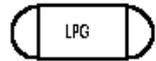
1. Operations conducted in the building are as follows:
 - a) Upholstery – manufactures loose cushions for wood and metal furniture as well as some fully upholstered furniture.
 - b) Plastic furniture – manufacture plastic furniture out of extruded plastic tubing. Operations include cutting, thermoforming and assembly.
 - c) Spray painting – painting of all necessary items. All spray painting to take place in spray booth.
 - d) Warehousing of wood and metal furniture components.
 - e) General office activities.
2. See attached plot plan.
3. Materials to be stored include the following.
 - a) Metal and wood furniture frames stacked upon themselves
 - b) Wood furniture parts palletized.
 - c) Upholstery materials in racks 6 feet high.
 - d) Plastic tubing and furniture parts in racks 6 feet high.
4. Materials are stored both in racks, on pallets, and free standing. Maximum height of storage is 10 feet.
5. No alterations are planned at this time.

Sincerely,

John J. Jones
President

JJJ:ab

Gary's Auto Body
17056 Gale Ave, Industry
7500 Square Feet, Block Building



P.I.V. Post Indicator Valve

Fire Hydrant

SAMPLE FLOOR PLAN

Gale Avenue

- Gas Shut-Off
- Fire Extinguisher
- Access Keys
- Water Shut-Off
- Electrical Panel