COMMUNITY DEVELOPMENT DEPARTMENT
840 Northgate Drive, Richland, WA 99352
Phone: 509-942-7794 Fax: 509-942-7764

CHILD DAY CARE FACILITIES INCLUDING DAY CARE IN YOUR HOME

FAMILY CHILD DAY CARE HOME is a child day care facility, licensed by the state, located in the dwelling of the person or persons under whose direct care and supervision the child is placed, for the care of twelve or fewer children, including children who reside at the home.

In Washington State, the International Residential Code (IRC) has been amended to allow for child day care within residences. These amendments allow up to twelve (12) children to be cared for in your home. The twelve (12) children limit includes children living at the home.

If you are proposing a child day care facility with more than twelve (12) children, then the IBC and WAC 51-20 requirements make the facility a **Group E** occupancy. This occupancy has many varied and more restrictive requirements. Additionally, the zoning code restricts day care facilities of this size to certain commercial zones. It would be beneficial for you to schedule a pre-application meeting with our office to gain more information on this size of day care facility. Please telephone **Planning & Development Services Division** at 942-7794 to schedule a meeting or ask questions.

The following steps are required to obtain approval for child day care facilities:

1. To provide child day care in Washington, you must obtain a license from the **Dept. of Social & Health Services** located at 1120 N Edison St, in Kennewick. The telephone number for information on this license is 509-736-2812 or 509-737-2800.
2. All businesses within the City of Richland must obtain a business license, including day care homes and facilities. You may pick up an application for the business license at 840 Northgate Drive. If you have any questions concerning business licenses and fees, please call 509-942-7313. After applying for the business license, three (3) city departments review the application, and will ask for information on your proposed day care facility or home.
   A. **Planning Department** will verify which zone the day care home/facility is in. They will also ask about the proposed number of children to be cared for. The Richland Municipal Code allows a family child day care in certain residential and commercial zones up to a certain number of children.
   B. **Permit & Inspections Department** will verify the following building code requirements:
      a. An operable **smoke detector** shall be installed in all sleeping and napping areas, regardless of the number of children being cared for.
      b. Every sleeping or napping room shall have at least one operable emergency egress window (unless it has an exit door) to the outside;
      c. For family child day care homes with more than six (6) children (including children living in the home), each floor level (except basements, as noted below) must have two (2) remote exit doors. All exit doors must be at least 3’0” wide and 6’-8” high, and must be swinging doors. Sliding glass doors do not meet this exit requirement. The **remote** requirement means that the doors must be separated by at least half the diagonal of the area being served by the exits.

CHILD DAY-CARE FACILITIES IN YOUR HOME *(continued)*

d. Basements **cannot** be used for child day care homes unless one of the following conditions is met:
   i. Two exit stairways opening directly to the exterior of the building without entering the first floor. A minimum of two (2) stairways would be required to meet the **two (2) remote exits** of Chapter 10, **or**
   ii. One of the two remote exits discharges directly to the exterior (as in item #1), and a self closing door is installed at the top or bottom of the interior stair leading to the floor above, **or**
   iii. One of the two remote exits is an operable emergency escape window, **or**
   iv. A residential **sprinkler system** is installed on all levels of the home.

e. Any floor level more than **four (4) feet above grade** cannot be used for child day care unless one of the basement conditions noted above is met, except that the **window** condition (iii) is not allowed for levels more than four (4) feet above grade.

f. **Fire Department** reviews the state amendments to the Fire Code relating to day care home/facilities.

3. A building inspector and fire inspector will schedule a visit to the existing facility to help you understand what would specifically be needed to bring the building into compliance for family child day care.
4. When construction changes have to be made to your home to bring it into compliance, you must apply for a **building permit**. After a building permit is issued and the construction changes have been made and inspected, then the **business license** will be approved and your home day care will be ready to use.