

1512 7TH Street
P.O. Box 5127
Coralville, IA 52241



Building Department
Phone: 319-248-1720
Fax: 319-248-1894

RESIDENTIAL CHILDCARE FACILITY REGISTRATION FORM

Application Date: _____

Address: _____ **OWNED** **RENTED**

Property Owner Name: _____

Property Owner Signature: _____

Child Care Provider: _____ **Phone #:** _____

DHS Registration #: _____ **Expiration Date:** _____

Maximum number of children: _____

Name(s) of Additional Care Giver(s): _____

• **Additional Parking located:** _____

I have:	YES	NO
• Provided floor plans showing child care areas	<input type="checkbox"/>	<input type="checkbox"/>
• Received copy of City Ordinance	<input type="checkbox"/>	<input type="checkbox"/>
> In Compliance:	<input type="checkbox"/>	<input type="checkbox"/>
• Received copy of City Code Requirements	<input type="checkbox"/>	<input type="checkbox"/>
> In Compliance:	<input type="checkbox"/>	<input type="checkbox"/>

The Applicant hereby certifies that the information submitted with this Application is correct. Applicant agrees to maintain proper compliance with the requirements listed above and to re-register this form annually.

Fee Paid \$ _____ cash / check # _____

Applicant Signature

City Representative

Date

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PROVISIONAL USE PERMIT APPLICATION

Address of Property: _____

Legal Description of Property: _____

Owner's Name: _____ **Phone:** _____

Address: _____ **E-mail** _____

Provisional Use Requested: _____

Supporting Documents: _____

Office Use Only ↓

Fee Paid: \$ _____ **Date:** _____

Site Plan Submitted: _____

Date Decision Required: _____

Decision: _____

City Ordinance

Ordinance No. 2009-_____

AN ORDINANCE AMENDING CHAPTER 165 OF THE CODE OF ORDINANCES OF THE CITY OF CORALVILLE, AS PREVIOUSLY AMENDED, REGARDING THE PROVISIONS FOR IN-HOME CHILD CARE REGULATIONS.

WHEREAS, the City Council of the City of Coralville has recognized the benefits to its citizens for the provision of child care services to its citizens; and

WHEREAS, the City Council of the City of Coralville heretofore has deemed it necessary and desirable to clarify and provide further rules and regulations for child care providers within the City; and

WHEREAS, to that end, the City has worked closely with local child care providers to draft amendments to its current ordinances that will both ensure access to child care services for its citizens while at the same time maintaining safety standards for said child care providers.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF CORALVILLE, JOHNSON COUNTY, IOWA, AS FOLLOWS:

Section 1. Amendment.

- a. Section 165.05 is hereby amended by to delete sections 165.05(27) and 165.05(34) in their entireties.
- b. Section 165.05 is hereby amended by adding the following unnumbered paragraphs:
 - (i) "Child care" means the care, supervision, and guidance of a child by a person other than the child's parent(s), guardian, or custodian for periods of less than twenty-four hours per day on a regular basis.
 - (ii) "Child care home" means a person providing child care to five or fewer children at any time.
 - (iii) "Child development home" means a person providing child care to more than five (5) children up to a maximum amount of sixteen (16) children at any time.
 - (iv) "Child care center" means a facility providing child care or preschool services for seven or more children that is required to

obtain a license from the state. Child care center does not include a child development home.

- c. Section 165.20(3)(D) is hereby amended by deleting the subparagraph in its entirety and replacing it with the following: “Child care home and child development home.”
- d. Section 165.21(3)(D) is hereby amended by deleting the subparagraph in its entirety and replacing it with the following: “Child care home and child development home.”
- e. Section 165.22(3)(D) is hereby amended by deleting the subparagraph in its entirety and replacing it with the following: “Child care home and child development home.”
- f. Section 165.23(3)(D) is hereby amended by deleting the subparagraph in its entirety and replacing it with the following: “Child care home and child development home.”
- g. Section 165.24(3)(B) is hereby amended by deleting the subparagraph in its entirety and replacing it with the following: “Child care home and child development home.”
- h. Section 165.25(2)(C) is hereby amended by deleting the subparagraph in its entirety and replacing it with the following new section 165.25(3)(C), which “Child care center, child care home and child development home.

Section 2. Amendment. Chapter 165 is hereby amended by adding Section 165.49A, entitled “Certificate of Registration for Child Care Homes, Child Care Development Homes and Child Care Centers”, which reads as follows:

“Where in this chapter a provisional use permit is required for a Child Care Home, Child Development Home, or Child Care Center, each child care provider shall obtain a Certificate of Registration. The following procedures for submission and approval of the Certificate of Registration by the Building Official shall be followed:

1. Application. Each Child Care Home, Child Development Home or Child Care Center shall complete an application for a Certificate of Registration with the City on a form provided by the Building Official. The Applicant shall provide the following information on the application:

- a. Address to provide child care

- b. Name of the owner(s) of the property listed in subparagraph (a)
- c. Department of Human Services Registration/License Number (if required by applicable state law)
- d. Location of proposed additional parking stall (except for Child Care Centers)
- e. Name of Additional Child Care provider (if required by applicable state law)
- f. Submission of floor plan outlining areas where child care will be provided
- g. Applicant's maximum number of children
- h. Submission of applicable fee as provided by Resolution of the City Council
- i. A signed and attested statement from the Applicant indicating that the information provided on the application is true and that the Applicant shall comply with all provisions of this chapter, and all building and fire codes adopted by the City at the time of the application.

2. Review of application for registration. The Building Official shall determine compliance with this Chapter and all applicable building and fire codes has been achieved based upon the information provided by the Applicant and any other investigation as deemed necessary by the Building Official.

3. Issuance of Certificate of Registration. In determining whether to grant the Certificate of Registration to the Applicant, the Building Official shall ensure that the:

- a. Applicant meets the requirements of state registration as determined by applicable state law and regulations.
- b. Property listed in subparagraph (A)(1)(b) above complies with the applicable building and fire codes in effect at the time of the submission of an application.
- c. Ensure that not more than twelve (12) children who are not attending kindergarten may be in child development home

at any one time. In addition to the preceding requirement, the Applicant may have the following additional children:

- i. No more than an additional two (2) children who attend school or are receiving child care on a part-time basis; and
 - ii. At no time shall more than sixteen (16) children be present when an emergency school closing is in effect.
- d. Ensure that no structural or decorative alteration that will alter the residential character of an existing structure be constructed so as to make the structure otherwise incompatible with surrounding residences.
 - e. Ensure that a fenced outdoor play area of not less than fifty square feet per child based on the maximum number of children that will be using the outdoor play area at any given time.
 - f. Provide one off-street parking stall for a non-resident employee when located in an R-0, R-1, R-1B, R-2, R-3 or R-4 Residential Zoning Districts. For purposes of this subparagraph (f), a residential driveway shall be deemed acceptable for this purpose.
 - g. That the Applicant registers annually with the City.

If the Building Official determines that the Applicant has complied with the provisions of Paragraph 3 above, the Building Official shall issue the Certificate of Registration.

Within twenty (20) days of the receipt of the completed application, the Building Official shall act upon the application. Failure to make a determination within the twenty (20) days shall constitute a determination of non-compliance and the application will be automatically denied.

In the event that application for a Certificate of Registration for providing child care services is denied, the Building Official shall provide to the Applicant written findings regarding the reason(s) for the denial of said Certificate of Registration. The Applicant shall have thirty (30) days from the date of the issuance of the denial by the Building Official to appeal the Building Official's determination to the Board of Adjustment.

3. Certificates of Registration Expiration. All Certificates of Registration issued under this Section 165.49A shall remain in full force and effect until such time as the Applicant ceases to provide child care at the registered property for a period of six (6) months or at such time as the information required on the application has changed.

4. Compliance Required. In addition to the issuance of a Certificate of Registration, each child care home, child development home of child care center must comply with the provisions of this Chapter.

Section 3. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

Section 4. Adjudication. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 5. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

* * * * *

Passed and approved this _____ day of _____, 2009.

Jim L. Fausett, Mayor

ATTEST:

Thorsten J. Johnson, City Clerk

APPENDIX M

HOME DAY CARE—R-3 OCCUPANCY

(The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.)

SECTION AM101 GENERAL

AM101.1 General. This appendix shall apply to a home day care operated within a *dwelling*. It is to include buildings and structures occupied by persons of any age who receive custodial care for less than 24 hours by individuals other than parents or guardians or relatives by blood, marriage, or adoption, and in a place other than the home of the person cared for.

SECTION AM102 DEFINITIONS

EXIT ACCESS. That portion of a means of egress system that leads from any occupied point in a building or structure to an exit.

SECTION AM103 MEANS OF EGRESS

AM103.1 Exits required. If the occupant load of the residence is more than nine, including those who are residents, during the time of operation of the day care, two exits are required from the ground-level *story*. Two exits are required from a home day care operated in a *manufactured home* regardless of the occupant load. Exits shall comply with Section R311.

AM103.1.1 Exit access prohibited. An exit access from the area of day-care operation shall not pass through bathrooms, bedrooms, closets, garages, fenced rear *yards* or similar areas.

Exception: An exit may discharge into a fenced *yard* if the gate or gates remain unlocked during day-care hours. The gates may be locked if there is an area of refuge located within the fenced *yard* and more than 50 feet (15 240 mm) from the *dwelling*. The area of refuge shall be large enough to allow 5 square feet (0.5 m²) per occupant.

AM103.1.2 Basements. If the *basement* of a *dwelling* is to be used in the day-care operation, two exits are required from the *basement* regardless of the occupant load. One of the exits may pass through the *dwelling* and the other must lead directly to the exterior of the *dwelling*.

Exception: An emergency and escape window complying with Section R310 and which does not conflict with Section AM103.1.1 may be used as the second means of egress from a *basement*.

AM103.1.3 Yards. If the *yard* is to be used as part of the day-care operation it shall be fenced.

AM103.1.3.1 Type of fence and hardware. The fence shall be of durable materials and be at least 6 feet (1529

mm) tall completely enclosing the area used for the day-care operations. Each opening shall be a gate or door equipped with a self-closing and self-latching device to be installed at a minimum of 5 feet (1528 mm) above the ground.

Exception: The door of any *dwelling* which forms part of the enclosure need not be equipped with self-closing and self-latching devices.

AM103.1.3.2 Construction of fence. Openings in the fence, wall or enclosure required by this section shall have intermediate rails or an ornamental pattern that do not allow a sphere 4 inches (102 mm) in diameter to pass through. In addition, the following criteria must be met:

1. The maximum vertical clearance between *grade* and the bottom of the fence, wall or enclosure shall be 2 inches (51 mm).
2. Solid walls or enclosures that do not have openings, such as masonry or stone walls, shall not contain indentations or protrusions except for tooled masonry joints.
3. Maximum mesh size for chain link fences shall be 1¹/₄-inches (32 mm) square unless the fence has slats at the top or bottom which reduce the opening to no more than 1³/₄ inches (44 mm). The wire shall not be less than 9 gage [(0.148 in.) (3.8 mm)].

AM103.1.3.3 Decks. Decks that are more than 12 inches (305 mm) above *grade* shall have a guard in compliance with Section R312.

AM103.2 Width and height of an exit. The minimum width of a required exit is 36 inches (914 mm) with a net clear width of 32 inches (813 mm). The minimum height of a required exit is 6 feet 8 inches (2032 mm).

AM103.3 Type of lock and latches for exits. Regardless of the occupant load served, exit doors shall be openable from the inside without the use of a key or any special knowledge or effort. When the occupant load is 10 or less, a night latch, dead bolt or security chain may be used, provided such devices are openable from the inside without the use of a key or tool and mounted at a height not to exceed 48 inches (1219 mm) above the finished floor.

AM103.4 Landings. Landings for stairways and doors shall comply with Section R311 except that landings shall be required for the exterior side of a sliding door when a home day-care is being operated in a Group R-3 Occupancy.

**SECTION AM104
SMOKE DETECTION**

AM104.1 General. Smoke detectors shall be installed in *dwelling* units used for home day-care operations. Detectors shall be installed in accordance with the approved manufacturer's instructions. If the current smoke detection system in the *dwelling* is not in compliance with the currently adopted code for smoke detection, it shall be upgraded to meet the currently adopted code requirements and Section AM103 before daycare operations commence.

AM104.2 Power source. Required smoke detectors shall receive their primary power from the building wiring when that wiring is served from a commercial source and shall be equipped with a battery backup. The detector shall emit a signal when the batteries are low. Wiring shall be permanent and without a disconnecting switch other than those required for over-current protection. Required smoke detectors shall be interconnected so if one detector is activated, all detectors are activated.

AM104.3 Location. A detector shall be located in each bedroom and any room that is to be used as a sleeping room and centrally located in the corridor, hallway or area giving access to each separate sleeping area. When the *dwelling* unit has more than one *story*, and in *dwelling*s with *basements*, a detector shall be installed on each *story* and in the *basement*. In *dwelling* units where a *story* or *basement* is split into two or more levels, the smoke detector shall be installed on the upper level, except that when the lower level contains a sleeping area, a detector shall be installed on each level. When sleeping rooms are on the upper level, the detector shall be placed at the ceiling of the upper level in close proximity to the stairway. In *dwelling* units where the ceiling height of a room open to the hallway serving the bedrooms or sleeping areas exceeds that of the hallway by 24 inches (610 mm) or more, smoke detectors shall be installed in the hallway and in the adjacent room. Detectors shall sound an alarm audible in all sleeping areas of the *dwelling* unit in which they are located.