



MATANUSKA-SUSITNA BOROUGH  
Department of Emergency Services, District 1  
**Central Mat-Su Fire Department**  
Physical Address: 1911 S Terrace Court • Palmer  
Mailing: 101 West Swanson Avenue • Wasilla, Alaska 99654  
Phone (907) 861-8030 • Fax 861-8157 • www.cmsfd.org



---

## GROUP “E” OCCUPANCY HOME DAY CARE FACILITIES – (6 to 12 Persons)

This form is to be used for the review of home day care facilities designed to accommodate more than five, but not more than twelve persons, excluding staff, but including children under the age of twelve related to staff or adult caregiver which operates between the hours of 6:00 AM and 10 PM.

**CAREGIVER MUST RESIDE IN THE HOME**

*Homes operating after 10:00 PM or before 6:00 AM  
must meet additional, specific requirements.*

- Attach a simple line drawing depicting the floor plan of your building and enough photographs to clearly show both the interior and exterior of the building which is to be used as a home day care facility. Label the floor plan to indicate the use of each room (i.e.; sleeping/napping room, kitchen, garage, etc.).
- Attach a plot plan, showing the location of the facility on the lot and property lines.
- Return the attached application with a check for \$150.00 payable to “MSB.”

---

### PLEASE COMPLETE THE FOLLOWING INFORMATION:

**Name of Facility:** \_\_\_\_\_

**Physical Address of the Proposed Facility:** \_\_\_\_\_

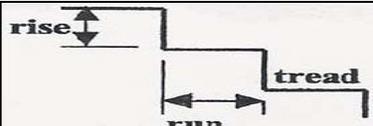
**Applicant Name:** \_\_\_\_\_

*(Applicant must be the business owner. The business owner and primary resident must be the same person.)*

**Mailing Address (if different then Physical):** \_\_\_\_\_

**Telephone:** (\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_ **Mobile:** (\_\_\_\_) \_\_\_\_\_

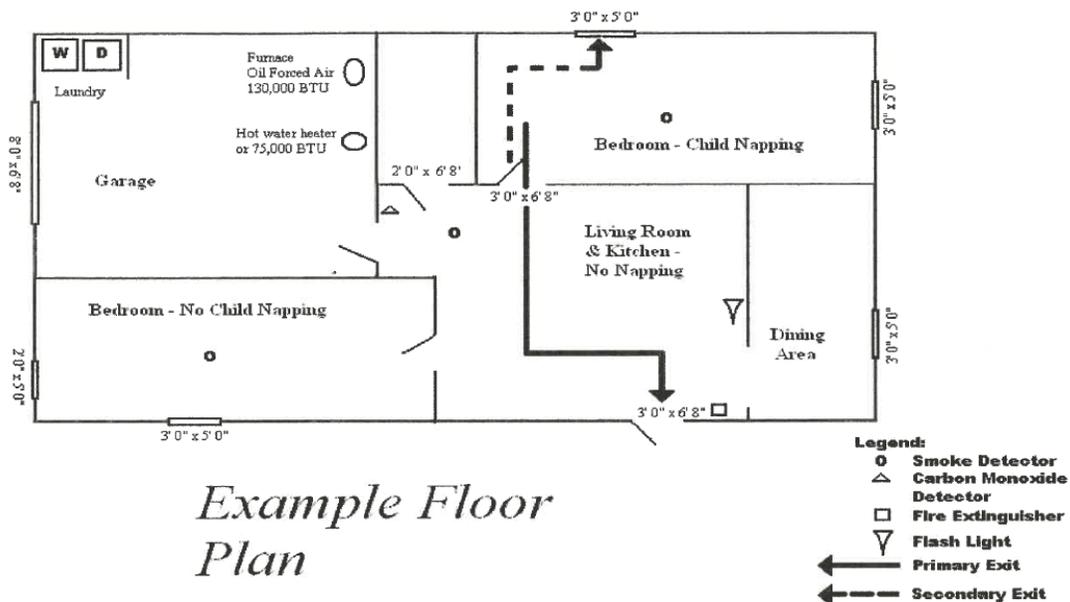
**Email Address:** \_\_\_\_\_

1	How many children is the facility to be licensed for by the Department of Health & Social Services, Child Care Program Office?	#:	
2	How many children are under the age of twelve and are related to the staff or adult caregivers and reside in the home?	#:	
3	What are the hours of operation?	?	
4	How many stories is your building?	?	
5	Is there a basement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6	Is your building used for any purpose other than your residence and the proposed home care facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Describe other purpose:		
7	Is your building a condominium, apartment building or single family home?	?	
8	Does your home have a garage?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If there is a garage, answer the following questions:		
	a. Is your garage used only to park your private vehicles?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If no, for what purpose is the garage used?		?
	b. Is the wall between your garage and the house covered with 5/8" gypsum wallboard on the garage side of the wall?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	c. Is there a door opening?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, is the door into the garage of solid core or hollow core construction?		<input type="checkbox"/> Solid Core <input type="checkbox"/> Hollow Core
d. Does the door include a self-closing and latching device?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
9	Any room or area used for sleeping/napping must be equipped with a door or emergency escape window directly to the exterior of the building.		
	a. Is there a sleeping/napping room or area present in your building?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, does it have an exterior door?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does it have an emergency escape window?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	b. Using inches as the standard measurement, what is the size of the open-able area of the window?	Height: Width:	
c. What is the sill height above the floor?	Height:		
10	Does the area of the building used for the day care have two exits? (Indicate location on your attached floor plan.) <b>NOTE:</b> Buildings used for day care of 6-12 children must provide two (2) exits from the day care area. Basements used for day care purposes must have two (2) exits. Exits cannot pass through garages or other hazardous areas of the building.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11	Is the facility located in a basement, on a second floor, or otherwise equipped with interior or exterior stairs? If there are stairs, answer the following questions:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	a. How wide are the stairs?	Width:	
	b. What is the vertical rise (tread height) and horizontal run (tread width) of each stair?	Rise: Run:	
			

	c. Handrails are required on stairs. What is the diameter of the handrail?	Diameter:
	Is the handrail height between 34 and 38 inches?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If no, what is the height?	Height:
	d. Open-sided stairs, over 30-inches above floor or ground level, are required to have guards such as balusters or an ornamental pattern under the handrail. These must be spaced so that a 4-inch diameter ball cannot pass through any opening. Do you have open stairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, indicate size of spaces between balusters.	Space:
12	What are the type, size, and rating of the portable fire extinguishers in your facility? Fire extinguisher(s) must be mounted on the wall not less than four (4) inches off the floor and not more than five (5) feet above the floor. Indicate on your floor plan the location of fire extinguisher(s) located in your facility. <i>NOTE: An extinguisher rating of at least 2A 10BC is required. This rating is located on the label as extinguisher classification. Extinguisher(s) must be serviced and tagged every year by a qualified person.)</i>	Type:  Size:  Rating:
13	Are smoke alarms powered by batteries or directly wired into the electrical system of your building? Indicate on your floor plan the location of operable smoke alarms located in your facility. <i>NOTE: A smoke alarm is required in every napping room and in the hallway to the sleeping/napping room. In addition, there must be one on every level of the home.</i>	<input type="checkbox"/> Battery  <input type="checkbox"/> Wired
14	Are carbon monoxide alarm(s) powered by batteries or directly wired into the electrical system of your building? Indicate on your floor plan the location of operable carbon monoxide alarms located in your facility. <i>NOTE: A carbon monoxide alarm is required on each floor where sleeping or napping takes place. Installation to be per manufacturer's instructions.</i>	<input type="checkbox"/> Battery  <input type="checkbox"/> Wired

Name of Facility: \_\_\_\_\_

Address: \_\_\_\_\_



*Example Floor Plan*