



# City of PALM COAST

Community Development Department  
Planning Division

160 Lake Avenue  
Palm Coast, FL 32164

## FAMILY CARE FACILITY OCCUPANCY APPLICATION

BUSINESS NAME					
ADDRESS					
CITY		STATE		ZIP	
DESCRIPTION OF BUSINESS (USE)					

### BUSINESS INFORMATION

NUMBER OF EMPLOYEE'S		NUMBER OF BEDS	
BUILDING / UNIT SQ FT		TOTAL NUMBER OF CHILDREN	
BIRTH – 12 MONTHS		PRESCHOOL: UNDER 5	AFTER SCHOOL: 5 - 16

### APPLICANT INFORMATION

NAME					
PHONE		EMAIL			
MAILING ADDRESS					
CITY		STATE		ZIP	

### REQUIRED INFORMATION TO BE SUBMITTED WITH THE APPLICATION:

- ALF/ FAMILY CARE HOME - DETAILED FLOOR PLAN TO INCLUDE BEDROOMS AND NUMBER OF BEDS IN EACH ROOM
- ADULT/ CRITICAL CHILD DAYCARE – DETAILED FLOOR Plan with resting, LUNCH, PLAY/ WORK/EXITS AREAS IDENTIFIED
- CHILD DAYCARE – DETAILED FLOOR PLAN WITH SLEEPING, EATING, PLAY, EXITS AREAS IDENTIFIED
- CHILD DAYCARE – SITE PLAN TO INCLUDE OUTSIDE PLAYGROUND AREA (PROVIDE LOCATION, TYPE OF FENCING AND GATES)
- LIFE SAFETY PLAN TO INCLUDE ADA COMPLIANCE (LABEL ALL EXITS AND SHOW LOCATION OF FIRE EXTINGUISHER)
- STATE AGENCY LOCAL ZONING FORM
- FIRE SPRINKLER SYSTEM PERMIT (SEC 903.3.1.3 OR WITH SEC P2904 OF THE FL BUILDING CODE, RESIDENTIAL).
- FIRE ALARM PERMIT PER NFPA 72 (ANYTHING OVER 5 OCCUPANTS)
- MUST HAVE DEDICATED FIRE LINE AND UTILITY METER

YOU WILL BE CONTACTED VIA EMAIL WHEN THE PERMIT IS MADE READY.  
THE PERMIT MAY BE PAID FOR ONLINE AND INSPECTION SCHEDULED ONLINE

[HTTPS://WWW.PALMCOASTGOV.COM/EPLANREVIEW](https://www.palmcoastgov.com/eplanreview)

A CERTIFICATE OF OCCUPANCY WILL BE ISSUED FOLLOWING THE APPROVED FINAL INSPECTION.

