City of Phoenix
FIRE PREVENTION

Fire Prevention
Steps to Obtain a Fire Permit

Daycare & Preschool Facilities Permit

This guide outlines the steps necessary to obtain a daycare or preschool permit. (F420) Note: if a daycare is located inside a school facility a Daycare permit is required by the City and AZDHS. Applications will not be accepted without all required information at the time of submittal per A.R.S. § 9-836.

WHEN IS A PERMIT REQUIRED?

A permit is required to operate a daycare. This permit is required to be renewed annually and upon change in business ownership.

PERMIT PROCESS

Step 1: Apply for Arizona Department of Health Services license. Existing facilities shall provide their license number on the permit application.

Step 2: For new facilities only: Obtain Zoning Approval and RSME Permit from Planning & Development with Certificate of Completion or Certificate of Occupancy. Existing facilities provide Certificate of Occupancy and Zoning approval.

Step 3: Complete the Fire Department application. Only complete application packages will be accepted.

Step 4: Submit the following:

- ☐ Permit Application
- ☐ Site Plan
- ☐ Certificate of Occupancy
- ☐ Permit Fee

Submittal may be mailed, faxed or delivered in person to Phoenix fire Department – Fire Prevention Division; 150 South 12th Street, Phoenix, AZ 85034-2301. Fax # 602-495-7429. Office Hours; 8:00 AM to 4:00 PM Monday – Friday.

Note: Payment due upon acceptance of your application.

Step 5: Your application will be reviewed by a Fire Prevention Staff for approval. You will be contacted if any additional information is needed.

Review time will not exceed 90 days.

Step 6: The Inspector will contact you and schedule an inspection. Permit will be issued when the inspection is completed and in compliance with the Fire Code.

An applicant may receive a clarification from the city of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement. To request clarification or to obtain further information on the application process and applicable review time frames, please contact Fire Prevention.

Phoenix Fire Department – Fire Prevention Division
150 South 12th Street, Phoenix, Arizona 85034-2301
602-262-6771 or 602 495-5555 TTY
www.phoenix.gov/fire/prevention

Phoenix Fire Department

Fire Prevention

Daycare & Preschool Permit Application F420

Permit Fee: ☐ **6-50 persons $150** ☐ **51 or more persons $300**

A permit shall be required annually and upon change of business ownership.

Base Price:	=	_____
Expedite Inspection (optional):	+ $150 =	_____
Total Cost of Permit:	=	_____

Business Information		
DHS License Number:	**Number of Persons Licensed For:**	
Name of Facility:		
Facility Address:		
Facility Major Cross Streets:		
Is this a change of ownership? Yes ☐ No ☐ **Owner of Facility:**	**Owner Phone:**	
On-site Contact Name:	**On-site Phone:**	**On-site Fax:**
Contact for Inspection:	**Phone:**	
Email:		

Payment is due at the time of application submittal. All fees are non-refundable.
Inspection will not be scheduled until payment has been processed.

Permit applications may be faxed to 602-495-7429, submitted in person weekdays 8:00 am to 4:30 pm or mailed.
For permit questions or to speak to a Fire Inspector call: 602-262-6771.

For more information see www.phoenix.gov/fire/prevention

Phoenix Fire Department ~ Fire Prevention Division
150 South 12th Street Phoenix, AZ 85034

Phoenix Fire Department

Fire Prevention

Credit Card Payment Form*

This form is provided for convenience only. Checks and cash are also accepted.

* Credit card payments can only be accepted via fax, postal mail or in person.
This form does NOT qualify as the permit application, a separate permit application must be submitted.

Use for Records Requests

Address Researched:

Company Requesting Research:

What are you paying for?: Records, Job Name, Event, or Permit Number:	
Business, Event, or Job Address:	
Name of Event (if applicable):	
Credit Card Number:	Expiration Date:
Cardholder Name:	Amount to be Charged:
Credit Card Billing Address:	Billing Zip:
Contact Name:	Phone Number:
Other Instructions (i.e. fax/email receipt):	

Payment is due at the time of application submittal. All fees are non-refundable.

Credit card payments will not be accepted by email or by phone.

Credit card payments may be faxed to 602-495-7429, submitted in person weekdays 8:00 am to 4:30 pm, or mailed.

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Please note: This form will be destroyed once payment has been processed.

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