

Fire Inspections outside the Municipality of Anchorage



Dear Applicant:

Child Care facilities located outside of the Anchorage Bowl will need to obtain a fire inspection and approval at the state level from Alaska Department of Public Safety, Division of Fire Prevention. Listed below are the procedures and the requirements for obtaining a Fire Safety Inspection of your child care facility:

1. Once you have submitted a complete application, the Child Care Licensing Program (CCL) will provide you with a form entitled Group “E” Occupancy, Home Day Care Facility. Complete the Group “E” Occupancy, Home Day Care Facility form and make two copies.
2. You will need to complete the above named form and obtain the additional information requested on the front page of the document:
 - a. Photographs that clearly show both the interior and the exterior of the building.
 - b. A simple line drawing depicting the floor plan of your building. Indicate the use of each room, i.e.; sleeping/napping room, kitchen, garage, etc.
 - c. Also attach a plot plan, showing the location of the facility on the lot and property line. Plot plans can be obtained at: <http://munimaps.muni.org/mox42/pAdmin.cfm>.
 - d. **A \$100 check payable to the “State of Alaska”.** Do not send any money to CCL.
3. Send the original Group “E” Occupancy, Home Day Care Facility form directly to the State of Alaska, Department of Public Safety, Division of Fire Prevention. 5700 E. Tudor Rd, Anchorage, AK 99507.

Important: Keep one of the copies for your own facility records and send the second copy of the Group “E” Occupancy, Home Day Care Facility form to Child Care Licensing. Please do not send a copy of the additional documents requested by Fire Prevention

The Division of State Fire Prevention will review the documents you submit and schedule a fire inspection of your child care facility. Upon completion of the document review and the actual inspection, the State Fire Prevention Office will send you a certificate (fire’s approval/disapproval to operate). It is your responsibility to provide the Child Care Licensing Program with a copy of this certificate during the application process.

Please remember that failure to submit the documents to Fire Prevention in a timely manner may result in a delay in your facility being issued a child care license. The Child Care Licensing Program cannot issue a license without Fire Prevention’s approval for the facility to operate.

It is this program’s sincere desire to assist each provider to achieve the highest level of safety for child care children, their own families and themselves. If you have any questions regarding the fire inspection process, please call 343-4758.

Municipality of Anchorage
Child Care Licensing Program