INTERPRETIVE MEMORANDUM 2005-02

To: Louisiana Licensed Architects
    Louisiana Licensed Engineers
    Louisiana Licensed Sprinkler Contractors
    Louisiana Licensed Fire Alarm Contractors
    Louisiana Licensed Fire Suppression Contractors
    Representations of Louisiana State Fire Marshals Office
    Felicia Cooper, Administrator – Inspections, Louisiana State Fire Marshals Office
    Stephen Gogreve, Manager, Louisiana State Fire Marshals Office
    Boyd Petty, Manager, Louisiana State Fire Marshals Office
    Pat Day, Supervisor of Health Care Inspections, Louisiana State Fire Marshals Office
    Plan Review Staff, Louisiana State Fire Marshals Office

From: Don Zeringue, Chief Architect
      Jean Carter, Architect Supervisor
      Fidel Fremin, Architect Supervisor
      Cynthia Obier, Architect Supervisor

Approved: Henry Fry, Deputy Assistant Secretary

Date: April 18, 2002 Revision Date: July 18, 2003

Re: Requirements for Daycare Occupancies

The following chart depicts this office’s policy concerning day care home plan review submittal and/or field inspection.

### Day Care Homes

<table>
<thead>
<tr>
<th>Clients</th>
<th>Family Daycare Homes</th>
<th>Group Daycare Homes</th>
<th>Daycare Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 → 3</td>
<td>Not Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>4 → 6</td>
<td>-Required</td>
<td>Required if FDHC or CCAP*</td>
<td>Required</td>
</tr>
<tr>
<td>7 → 12</td>
<td></td>
<td></td>
<td>Required</td>
</tr>
<tr>
<td>13 or more</td>
<td></td>
<td></td>
<td>Required</td>
</tr>
</tbody>
</table>

**Licensing Categories**
- FDCH – Family Day Care Home
- CCAP – Child Care Assistance Program

**Family Day Care Homes**
- (3 or less clients) – Do not require plan review or field inspection by this office.
- (4 to 6 clients) – Requires both plan review and field inspection. Exception: A plan review submittal is not required for this occupancy & client group where the facility is licensed as either FDCH or CCAP. *Review and Inspection is performed by the Inspections Division of this office, which is also responsible for enforcing applicable licensing regulations.

**Group Day Care Homes**
- (7 to 12 clients) – Requires both plan review by this office and field inspection prior to occupancy.

**All Day Care Centers**
- (13 or more clients) – Requires both plan review by this office and field inspection prior to occupancy.

DZ/md

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