

HOW TO APPLY FOR A HOME DAYCARE & PRESCHOOL

I. MEET informally with a planner or planning specialist to discuss your proposal and review issues, fees and processes with the application.

II. SUBMIT

- ⇒ 4 hard copies of proposed site plan
- ⇒ Completed application with notarized affidavit
- ⇒ Site plan and any other applicable information in electronic form

ADDITIONAL INFORMATION TO BE OBTAINED FROM SALT LAKE COUNTY RECORDER'S OFFICE (N1600)

- Legal description of all properties involved
- Lined parcel plat
- Property owners list (300 foot range, mailing labels)

III. COUNTY agencies will review your request and make recommendations to the Planning and Development services staff. It the applicant's responsibility to follow up with the various agencies to complete their specific requirements.

IV. APPROVAL letter will list the conditions and requirements of the approval. All conditions and requirements of the approval. All conditions must be completed or bonded for prior to occupancy of a building or commencement of approved use. The letter also includes a list which indicates those agencies who have not yet responded to the Planning and Development Services Planner regarding your proposal.

V. OBTAIN a Salt Lake County Business License. The business license must be renewed each year that the Home Daycare and Preschool is in operation. The business owner is responsible for complying with all applicable health, fire, building and safety codes.

This information is considered reliable as of the date indicated below. However, changes to application fees, ordinance amendments and/or division policies may have occurred. Please verify all processes and fees prior to submitting your application.

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Salt Lake County Planning and Development Services strives to be a leader in helping to build safe, quality communities

HOME DAYCARE & PRESCHOOL

APPLICATION PROCESS/REQUIREMENTS



PLANNING &
DEVELOPMENT
SERVICES

Planning and Development Services

2001 S. State Street N3-600
Salt Lake City, UT 84190-4050
Phone: (385) 468-6700
Fax: (385) 468-6674
www.pwpds.slco.org

EXTERNAL AGENCY REQUIREMENTS

I Building Department Information — Contact 385-468-6693

- a Comply with Utah Administrative codes R430-50 for Residential Certificate, R430-90 for Licensed Family Child Care, and R710-8 for Day Care Rules as applicable.
- b Each floor occupied by clients must have two separate means of egress.
- c Each floor occupied by clients that are located in the basement or on the second story shall be provided with two means of egress, one of which shall discharge directly to the outside.
- d The day care area cannot be located above the second floor.
- e Clients under the age of 2 cannot be located above or below the first story of the home unless there is at least one exit that leads directly to the outdoors.
- f Provide fire extinguishers on each level.
- g Smoke detectors are required on each level.
- h Any room used for sleeping or napping of clients must have an approved window or door for emergency escape that meets current code requirements.
- j Any heating equipment in space occupied by children shall be provided with partitions, screens, or other means to protect children from hot surfaces and open flames.

II Fire Department Information — Contact the Unified Fire Authority at 801-743-7230

- a Clearance of combustibles from ignition sources (12-18 inches).
- b No open flame (decorative candles not allowed).
- c No combustible storage located in mechanical / electrical rooms.
- d Live Christmas trees are not allowed. Artificial trees only.
- e Develop an Emergency Evacuation Plan.
- f Create an Emergency Escape Route Map. Post on each level of child care.
- g Emergency evacuation drill conducted quarterly. Keep a written record of date, time, participants, etc.
- h Check smoke detectors monthly. Replace batteries twice a year. Keep a written record of monthly smoke detector checks.
- j Fire sprinklers are required if the size of the home exceeds 4,500 sq.ft.
- k Fire alarms are required if the size of the home exceeds 4,500 sq.ft.

III Health Department Information — Contact the Salt Lake Valley Health Department at 385-468-3896

- a The Salt Lake Valley Health Department sets regulations on and approves food handling.
- b For regulations see: <http://www.slvhealth.org/envRegs/reg35ChildCareFoodSvc.html>
- c For a Food Handler's Permit see: <http://www.slvhealth.org/programs/foodprotection/FHCardChildCare.html>

HOME DAYCARE & PRESCHOOL APPLICABLE ORDINANCES

Ordinance 19.04.293 Home Daycare and Pre-school: "Home day care/Preschool" is defined as the keeping for care and/or preschool instruction of twelve (12) or less children including the caregiver's own children under the age of six and not yet in full day school within the caregiver's dwelling and yard.

HOME DAYCARE/PRESCHOOL FEES

CARE FOR 1-6 KIDS*	\$175.00
CARE FOR 7-12 KIDS*	\$175.00

STEPS VI and VII are required for Home Daycare & Preschool **(7-12 children)**:

- VI.** It will be necessary for you to attend a regularly scheduled COMMUNITY COUNCIL meeting to present your proposal.
- VII.** Approval from SALT LAKE COUNTY PLANNING COMMISSION. You will be notified of the meeting date and must attend and be prepared to present your proposal at this meeting.