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CITY OF TUCSON DEVELOPMENT SERVICES DEPARTMENT

## Child Day Care Check List

**Important Note:** This document is intended as a "flow chart" for the review process and is not intended to be an exhaustive statement of each and every code requirement that may be applicable. Only the documents officially adopted as codes and regulations by the Mayor and Council govern development and land use. They cannot be altered by an administrative omission on this "checklist".

When applying for a Business or Occupation License to operate a Child Day Care, the following checklist will assist in understanding the requirements that the Development Services Department administers.

### First Level Checklist:

1. Zoning – check with the Zoning Desk to ensure that the property location of the proposed Day Care has the correct zoning for this use. Without the correct zoning to operate a Day Care, a license cannot be granted for this business.

### Checklist for Day Care Operated In A Home or Residence:

2. Will the Child Day Care provide care for **five (5) or fewer children**.
  - Dependent children of the occupant, up to five (5) children, are not included in the calculation.
  - Requires Zoning Compliance Permit
    - Provide Site Plan and Floor Plan (sample plan provided at Zoning Counter)
    - Plans do NOT require Architect Stamp of approval.
  - Development Services Department approval will be given for the license application once Zoning Compliance is met.

### Checklist for Child Day Care (6 - 10 children not including up to five (5) dependent children of the occupant):

1. First, the applicant needs to be aware of the basic requirements that a residence must meet in order to be approved to take care of 6 – 10 children. Knowing the basic requirements will equip the applicant with the information needed to make the decision of whether to pursue the time and expense of making their residence compliant, with City Codes, to care for 6 – 10 children. Those basic requirements are:
  - All rooms occupied by children must have:
    - Working smoke alarms

- Appropriate exiting (egress): direct access out of the building – or – an Automatic Sprinkler System
  - All entrances to residence must meet accessibility requirements for people with disabilities
  - All bathrooms used by the children being cared for must meet accessibility requirements for people with disabilities
  - All exterior walls must be a minimum of 6 feet from the property line
  - All exterior walls within 10 feet of the property line must be rated as a 1-hour firewall.
2. In the event the applicant chooses to pursue compliance with adopted City Codes governing the care of 6 – 10 children, proceed to step 3. If not, a maximum of five children cared for will be the limit.
  3. Obtain the services of a Registered Architect to prepare a Site Plan and Floor Plan, for a change of use to a residence meeting City Codes for the new use. The plans must have a Registered Architect’s approval stamp.
  4. Apply for a “Change of Use” Building Permit and have Registered Architect’s stamped plans reviewed by the Development Services Department. When plans are approved, a permit will be issued and the applicant will be given a list of required inspections.
  5. The City’s Development Services and Fire Departments will perform inspections to verify that the facility complies with the approved plans.
  6. If the residence passes City Codes for a residence but does **NOT** meet City Codes for a Child Day Care, the applicant has one of two options:
    - 6.1. Operate while caring for five (5) or fewer children:
      - A Residential Certificate of Occupancy will be issued.
      - No More than five (5) children may be cared for at one time at the residence.
      - Development Services Department approval will be given for the license application.
    - 6.2. Proceed with required improvements:
      - Hire a licensed contractor to make improvements
      - Call for re-inspection
      - When work passes all inspections, a Certificate of Occupancy will be issued indicating the maximum number of children allowed to be cared for at the facility, at any one time. This maximum will never exceed 10 (per State of Arizona Day Care Licensing requirements).
      - Development Services Department approval will be given for the license application.

**Checklist for Day Care NOT Operated In a Home or Residence:**

**Notes:**

**Not Permitted in Manufactured Housing. (State of Arizona Day Care Licensing requirements)**

*Applicant to provide age ranges of children to be cared for at start of this process to ensure appropriate requirements are applied during review.*

- A. If Day Care to be operated from an existing building whose previous use was a Day Care:
  1. Provide copy of previous Certificate of Occupancy:
    - New Certificate of Occupancy will be given

- Development Services Department approval will be given for the license application.
2. If previous Certificate of Occupancy cannot be provided, proceed to step B.
- B. Day Care is new use for **existing** building:
1. Obtain a Site Plan and Floor Plan, drawn to scale, with a Registered Architect's approval stamp.
  2. Apply for a building permit. Plans must be reviewed, and approved by designated plan reviewers. When plans are approved, a building permit will be issued with appropriate inspections indicated.
  3. Call for inspections as indicated on the building permit.
  4. Inspections will be performed to verify that the facility complies with approved plans.
  5. When the property passes inspections and meets City Codes:
    - A Certificate of Occupancy will be issued indicating the maximum number of children allowed to be cared for at the facility, at any one time.
    - Development Services Department approval will be given for the license application.

**For Day Cares to be operated out of a building that has NOT yet been constructed, Plan submittals, plan review and permits will be required.**