**Zoning Inquiry Guide**

Verify that a licensed family child care program can operate at your chosen address/location. Complete the following steps to obtain this verification and sign the confirmation of compliance statement below.

Step 1: Contact your designated zoning department

* If the program will be **within city limits**, contact your city and ask to speak with the zoning department.
* If the program will be **outside of city limits**, contact your county and ask to speak with the zoning department.
* Contact information for both the city and county can be found on their websites.

Step 2: Inform zoning department

* Inform the zoning department of your plans to start a licensed program at your chosen location/address and determine if any special permits are required.

Step 3: Confirm if any special circumstances apply

* There may be permits/fees/special instructions for the following things. Discuss with the zoning department about any applicable situations:
	+ Septic system use
	+ Fences
	+ Posting business signs – Family Child Care only
	+ Remodeling/expansion/construction – (windows, siding, roofing)
	+ Decks & landscaping
	+ Parking
	+ New shed/structure (storage for toys & equipment)
	+ Change of use for commercial spaces

Step 4: Obtain and maintain zoning compliance

* Follow instructions given by the zoning department regarding any permits or necessary steps.

**Confirmation of Zoning Compliance**

**I have completed the steps above and have complied with the local zoning requirements.**

* Yes
* No

If no, explain:

**I spoke with**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ on \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Name and / or department Date*

*Program Address*

*License Holder Printed Name License Number*

*Applicant / License Holder Signature Date*