

# Licensing Zoning Inquiry Guide

Verification needs to be obtained that a licensed program can operate at your chosen address/location. Complete the following steps to obtain this verification.

## 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.