



Application Process for Home Daycare and Preschool

Ordinance 19.04.293 Home Daycare and Preschool:

“Home Day Care/Preschool” is defined as the keeping for care and/or preschool instruction of twelve or less children including the care giver’s own children under the age of six and not yet in full day school within the caregiver’s dwelling and yard. State regulations require two caregiver’s if there are more than six children in a home day care at one time and may further limit the number of children allowed in a home day care. A home day care/preschool must meet the following standards:

- A. When allowed as a **permitted use** there must be one caregiver who is the full time resident of the home with no additional employees for 1 to 6 children. When allowed as a **conditional use** there must be the initial caregiver who is the full time resident of the home and one employee for 7 to 12 children.
- B. The facility must comply with Salt Lake City/County health department noise regulations.
- C. The play yard must be entirely fenced and not located in the front yard. Play yards should only be used between the hours of 8 a.m. and 9 p.m.
- D. The lot shall contain two available on-site parking spaces (provided for drop-off and pick-up) when caring for 1 to 6 children. When caring for 7 to 12 children, there must be an additional two parking spaces “side by side”. The caregiver and employee vehicles cannot be parked on the street. The Planning and Development Services Division staff must approve the location of the parking.
- E. No signs are allowed on the dwelling or lot except a nameplate sign.
- F. The use shall comply with all local, state and federal laws and regulations.
- G. If complaints are received reporting that the day care/preschool caregiver is violating any county ordinances, the county will review the complaint and may revoke the Home Occupation permit.

- H. The caregiver must notify in writing, all property owner's within a 300-foot radius of the caregiver's property, concerning the Home Occupation permit and licensing of a home day care/preschool at the property.



Home Daycare and Preschool Requirements for 1-6 Children:

1. Smoke Detector.
2. 2A10BC fire extinguisher.
3. All electrical outlets must be covered.
4. Telephone.
5. Whistle or Bell (for fire drills).
6. No double locks on doors.
7. No children permitted on a second story.
8. Two exits required from the facility, 50 per cent diagonal from each other.
9. Children permitted in basements only if there is an exit directly to the outside, with vertical travel not exceeding 8 feet.
10. A County business license is required if the facility is charging a monthly, daily, or hourly fee.

THERE ARE ADDITIONAL SAFETY REQUIREMENTS WHEN GIVING CARE TO CHILDREN. PLEASE CONTACT: Clyde Jensen at 468-3595.



Home Daycare and Preschool Requirements for 7-12 Children:

1. Smoke Detectors required at top of stairwell and in areas where children are located.
2. 2A10BC fire extinguisher.
3. All electrical outlets must be covered.
4. Telephone.
5. Whistle or Bell (for fire drills).
6. No double locks on doors.
7. No children permitted on a second story.
8. Two exits required from the facility, 50 per cent diagonal from each other.
9. Children permitted in basements only if there is an exit directly to the outside, with vertical travel not exceeding 8 feet.
10. The doorway at the top or bottom of each stairway must contain a door equipped with a 20-minute fire protection rating.
11. Every closet door latch must open from the inside of the closet.
12. Every bathroom door must unlock from the outside. The opening device must be accessible to the staff.
13. Dead ends must not exceed a distance of 20 feet.
14. Fire drills must be conducted at least once during each month of operation.
15. The person in charge of the facility must keep a record of all required fire drills; these records must include the time and date of each drill, the name of the person conducting the drill, and the time it took to vacate the building.
16. A County business license is required if the facility is charging a monthly, daily, or hourly fee.

THERE ARE ADDITIONAL SAFETY REQUIREMENTS WHEN GIVING CARE TO CHILDREN. PLEASE CONTACT: Clyde Jensen at 468-3595.



How to Apply for a Home Daycare and Preschool (1 to 6 Children):

1. It is highly suggested that you meet informally with a planner to discuss your proposal and review the issues, processes and fees associated with the application.
2. The applicant is required to submit the following information:

<p>➤ A complete and notarized application form along with the application fee to the Planning and Development Services office located at: Salt Lake County Government Center 2001 South State St. Room #N3600</p>
<p>➤ A legal description of the parcel(s). ➤ A current lined aerial plat. Please outline subject property in a red marker. ➤ Mailing labels of adjacent property owners' within 300 feet of the subject property. Print names, addresses on labels. This information can be obtained from: Salt Lake County Recorder's Office Salt Lake County Government Center 2001 South State St. Room #N1600</p>
<p>➤ The Home Business – Compliance Review Checklist. Complete this form and attach it to the application. NOTE: You must answer all of the questions in the affirmative to apply for a Home Business. If you answered no to any of the questions, a planner will inform you of alternatives and other application procedures.</p>

3. Various County agencies will review your request and make recommendations to the Planning and Development Services Staff. It is the applicant's responsibility to follow up with the various agencies to complete their specific requirements.

Steps 4 and 5 are Required For a Home Daycare and Preschool (7 to 12 Children):

4. If you will be providing care for 7 - 12 children, contact the appropriate Community Council representative. It will be necessary for you to attend a regularly scheduled Council meeting to present your proposal.
5. Applicants requesting 7 - 12 children must receive approval from the Salt Lake County Planning Commission or Township Planning Commission. You will be notified of the Planning Commission meeting date, and must attend and be prepared to present your proposal at this meeting.

6. Obtain a Salt Lake County Business License. All Home Daycare and Preschools are required to obtain a 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.

NOTE: A change of business ownership and/or the relocation of a business to a new address is considered a new business, and requires separate approval.



Home Daycare and Preschool Application Fees:

Refer to the current fee schedule.



Additional Information:

Additional information regarding Home Daycare and Preschools may be obtained through these agencies:

Salt Lake County Fire Department
2001 South State Street, #S3300
Salt Lake City, UT, 84190-4300
(801) 468-3564

Salt Lake City/County Health Department
Child Care Program
610 South 200 East, #223
Salt Lake City, UT, 84111
Deon Corkins or Cris Baker
(801) 534-4545

Utah State Department of Health
State Bureau of Licensing/Child Care Unit
288 North 1460 West
Salt Lake City, UT, 84114
(801) 538-9288

Child Care Resource & Referral - Metro
Child Care, Preschool Orientation
Vivian Hardy
(801) 355-7444



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. Updated: February 23, 2006