



## STEPS FOR OPENING A CHILDCARE FACILITY IN OKLAHOMA CITY AND COUNTY

**IMPORTANT NOTICE:** The Board of Adjustment or Zoning Authority for your municipality may turn down your application to open or operate a childcare facility at your chosen location. You should consult with your Zoning officials prior to making any changes to any property you are attempting to open as a childcare facility.

This is a general guide for you to follow when attempting to open a childcare facility within Oklahoma County. The guide is presented in checklist format so that you can track your progress toward completing all steps. Failure to accomplish any step outlined in this handout could delay the licensing process and thus your ability to open when desired.

STEPS	DESCRIPTION OF REQUIRED ACTION	DATE COMPLETED	PERSON CONTACTED
Step 1	Call the Consumer Protection Division of the Oklahoma City-County Health Department (OCCHD) at 425-4347 to request "Steps for Opening a Childcare Facility in Oklahoma City-County."		
Step 2	Call the Oklahoma Department of Human Services (DHS) at 767-2650 to request their packet entitled, "To Open a Child Care Center".		

**IF YOUR CENTER IS NOT LOCATED WITHIN THE JURISDICTION OF A MUNICIPALITY, SKIP STEPS 3 AND 4.**

STEPS	DESCRIPTION OF REQUIRED ACTION	DATE COMPLETED	PERSON CONTACTED
Step 3	<b>Oklahoma City Centers ONLY:</b> Obtain a copy of Chapter 14 of the Oklahoma City Municipal Code. This chapter gives specific guidance and laws regarding the establishment and operation of a childcare facility within Oklahoma City limits. You can acquire Chapter 14 at 420 W Main, OKC or at <a href="http://www.municode.com">www.municode.com</a> .		
Step 4	<b>Other Municipalities:</b> Most municipalities within Oklahoma County have laws governing childcare facilities located in their jurisdictions. You must contact the city clerk's office for the municipality in which you are located to obtain a copy of their requirements. Failure to do so could delay opening of your center!		



## PLAN ASSISTANCE AND SITE REVIEW

STEPS	DESCRIPTION OF REQUIRED ACTION	DATE COMPLETED	PERSON CONTACTED
Step 5	If you desire a review of a location for suitability as a child care facility you can request a feasibility study from the Consumer Division. To do so call 425-4347. This feasibility study does not replace the required on-site visit for licensing approval by the OCCHD nor does it indicate that your center will be approved as a licensed childcare facility within Oklahoma County. It is meant to provide assistance to you in determining required changes to the proposed center and the equipment involved.		Date and Time for Review:
Step 6	Call your municipality's Fire Official to have a review made of the proposed facility. Failure to do so could result in a delay in the licensing process. In Oklahoma City call 297-3584 to schedule a Fire Department review.		Date and Time for Review:

**ZONING REQUIREMENTS:** the following two steps may require 30 to 90 days to complete.

STEPS	DESCRIPTION OF REQUIRED ACTION	DATE COMPLETED	PERSON CONTACTED
Step 7	If your facility is located within Oklahoma City, call Oklahoma City Zoning at 297-2575 to determine what is required by the Board of Adjustments. THIS STEP IS MANDATORY FOR ALL OKLAHOMA CITY APPLICANTS.		
Step 8	If your proposed childcare facility is within Oklahoma County but not Oklahoma City limits, contact your municipality's zoning authorities to determine their requirements.		

## PLAN SUBMISSION

STEPS	DESCRIPTION OF REQUIRED ACTION	DATE COMPLETED	PERSON CONTACTED
Step 9	If your proposed facility is within Oklahoma City limits and the building is being built or remodeled, contact the Oklahoma City Public Works Department, Plan Review, at 297-3835, or you can visit in person at 420 W Main St, Oklahoma City. [See the Childcare Plan Review Guide contained in this packet.]		
Step 10	If your proposed facility is not within Oklahoma City limits, but in Oklahoma County, and the building is being built or remodeled, contact the building code officials or plan review department of your municipality.		

**CAUTION: DO NOT PROCEED WITH STEP 12 UNTIL YOU HAVE RECEIVED APPROVAL FROM YOUR MUNICIPALITY'S ZONING AUTHORITY OR BOARD OF ADJUSTMENT!**



## FIRE INSPECTION

STEPS	DESCRIPTION OF REQUIRED ACTION	DATE COMPLETED	PERSON CONTACTED
Step 11	If you have completed all correction required by the Fire Department on their initial review, call your municipality's Fire Official for a final fire inspection. You must have an approved fire inspection prior to State or municipal licensure.		Date and Time for Inspection:

## ENVIRONMENTAL HEALTH INSPECTION

STEPS	DESCRIPTION OF REQUIRED ACTION	DATE COMPLETED	PERSON CONTACTED
Step 12	Call 425-4347 to arrange a final inspection by the OCCHD. You are required by all municipalities to have an approved inspection for licensure. Also, the Oklahoma State Department of Human Services often requires an Approval prior to them issuing a state license. <b>Final approval by OCCHD will depend upon completion of all corrective actions from previous inspections and receipt of all requested information by OCCHD, i.e., completed director/owner information sheets, Board of Adjustments Approvals, Fire, etc.</b>		Date and Time for Inspection:

## OKLAHOMA STATE DEPARTMENT OF HUMAN SERVICES (DHS)

STEPS	DESCRIPTION OF REQUIRED ACTION	DATE COMPLETED	PERSON CONTACTED
Step 13	Call the DHS office located in the county that has jurisdiction over your municipality to arrange for their inspection. You must have approval from DHS prior to obtaining a license from any municipality. <b>NOTE: In some cases childcare facilities are located outside of Oklahoma County but within Oklahoma City limits. Those facilities must comply with Chapter 14 of the Oklahoma City Municipal Code!</b>		Date and Time for Inspection:

## LICENSING !!!IMPORTANT: NO CHILDREN MAY BE KEPT AT A CHILDCARE FACILITY UNTIL ALL LICENSURE REQUIREMENTS ARE MET!!!

STEPS	DESCRIPTION OF REQUIRED ACTION	DATE COMPLETED	PERSON CONTACTED
Step 14	If required in Step 4, hand-carry all approvals from OCCHD, Fire, DHS and Zoning to your municipal licensing division to obtain your city license prior to opening. All licenses, DHS and municipal, must be clearly posted in a conspicuous location within your childcare facility. Oklahoma City facilities may be licensed at 420 W Main, Oklahoma City. You may contact them at 297-2606 for fee information. All other municipalities must take their documentation to their city hall.		

Municipal licenses are not transferable from one individual to another. If buying or leasing an existing center, proof of ownership must be provided (notarized copy of deed or lease, tax permit, etc).

