



CHILD CARE CENTER RENEWAL APPLICATION

Community Development

405-670-7314

3701 SE 15th Street

Del City OK 73115

www.cityofdelcity.com

permits@cityofdelcity.org

***Please read these instructions before completing the attached application.**

Incomplete applications will **NOT** be accepted.

Application Completion:

1. Complete all sections of the application.
2. Attach a copy of any and all completed inspection reports.
3. Attach a copy of any license applications (i.e. DHS application).
4. Attach photographs.
5. Written statement explaining the training and experience of the applicant and center staff.

Frequently Asked Application Questions:

1. Photographs: (please include the following when submitting pictures)
 - Exterior of structure
 - Parking areas
 - Outdoor play area
 - Each interior room
 - Signage
2. Written Statement:
 - Include copies of all pertinent certifications.
3. Costs:
 - \$100 fee for City of Del City Child Care License per year.

***Any lapse in licensure will require resubmission of all documents and may require a new Special Use Permit (if required) and new Certificate of Occupancy.**

A copy of the current city code and zoning regulations regarding child care centers is available on request. The following are important points to consider (but are not exhaustive):

- Home Child Care centers are subject to special regulations, including but not limited to;
 - Home Child Care Centers may **ONLY** be located in the primary residence of the property owner.
 - Home Child Care Centers may **NOT** have exterior signage.
- Fencing for Outdoor play areas **MUST** be:
 - Surrounded by an opaque ornamental fence
 - Chain link fencing will only be permitted if it is the black vinyl-coated type and is in good repair
 - Stockade fencing must meet the requirement of being "ornamental"
 - Vinyl fencing is generally permissible
 - Metal panel fencing is generally **NOT** acceptable.
- Structures and yards must be in good condition and must not present a hazard to children.

Please contact Permits at **(405) 670-7314** or **permits@cityofdelcity.org** with any questions or concerns about the application or general requirements for Child Care Centers.

APPLICANT SIGNATURE

DATE



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Application Information

Applicant Name:	_____		
Applicant Address:	_____		
	City: _____	State: _____	Zip: _____
Applicant Phone:	_____	E-Mail:	_____

Property Information

Property Address:	_____		
	City: _____	State: _____	Zip: _____
Property Owner Name:	_____		
Property Owner Phone:	_____	E-Mail:	_____

Center Information

Type of Child Care Center:	<input type="checkbox"/> Commercial	<input type="checkbox"/> Home	(Check One)
Number of Children:	_____	Number of Children Under Age 2.5:	_____
Total Building Square Footage:	_____	Net Interior Square Footage:	_____
Net Exterior Square Footage (Play Area):	_____		
Type of Play Area Fencing	Material: _____	Height:	_____
Number of Center Vehicles:	_____	Total Parking Spaces:	_____

APPLICANT SIGNATURE

DATE