



# Child Care Center Renewal Application

Community Development  
(405) 677-5741 ext. 7314  
3701 SE 15th Street  
Del City, OK 73115  
[www.cityofdelcity.gov](http://www.cityofdelcity.gov)  
[permits@cityofdelcity.org](mailto:permits@cityofdelcity.org)

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All applications must be completed in full, including all required supporting documentation. Incomplete applications will NOT be accepted.

\*\*\*Be sure to read these instructions carefully before proceeding\*\*\*

## Required Documents

- Attach a copy of any and all completed inspection reports.
- Attach a copy of any license application (i.e. DHS application).
- Attach written statement explaining the training and experience of the applicant and center staff, along with copies of certifications/licenses.
- Please include the following when submitting pictures:
  - Exterior of structure
  - Parking areas
  - Outdoor play area
  - Each interior room
  - Signage
- Costs: \$100 fee for City of Del City Child Care. License shall expire on the last day of June after they are issued. The renewal grace period will be July 1-August 1 of each calendar year. Renewal licenses submitted after grace period are subject to a \$100 late fee.

\*\*Any laps in licensure will require resubmission of all documents and may require a new Specific Use Permit (if required) and new certificate of occupancy.\*\*

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

- 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 and 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](mailto:permits@cityofdelcity.org) with any questions or concerns about the application or general requirements for Child Care Centers.

Application and attachments must be emailed to [permits@cityofdelcity.org](mailto:permits@cityofdelcity.org).



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## Applicant Information

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

## Property Information

Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Center Information:

Property/Center Address: \_\_\_\_\_

Type of Child Care Center:  Commercial  Home

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: \_\_\_\_\_

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Applicant Signature

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Date