

Verification of City/County Approval



Planning and Zoning, Occupancy, and Building Codes

Prior to licensing, you must provide the Child Care Licensing Division with verification that your facility meets local planning and zoning, occupancy, and building requirements.*

To be Filled Out by the Child Care Program

Type of License Applying for:

- ☐ Registered Family Child Care Home (RF)
- ☐ Certified Family Child Care Home (CF)
- ☐ Certified Child Care Center (CC)
- ☐ Certified School-age Center (SC)

Ages of Children Being Served:

- ☐ Infants
- ☐ Toddlers
- ☐ Preschool
- ☐ School-age

Site Address:

____ (street address) _____ (city) _____ (zip) _____ (county)

Verification of Compliance with city/county ordinances is needed because:

- ☐ **RF/CF** Provider not living in the home where care will be provided (only planning and zoning approval required)
Check one: ☐ alternate tenant ☐ no tenant
- ☐ **RF/CF** Home is converted or additional space, not part of the original living quarters, being used for child care (only occupancy and building codes required)
- ☐ **CF** Home is not located in a commercial or residential zone.
- ☐ **CC** Building may/may not be zoned to operate a child care business.
- ☐ **SC** School-age Center that is not in a public school must meet building code and zonings requirements.

To be Filled Out by the Appropriate Local Authority

Planning and Zoning Approval

The proposed child care facility/home is in an approved zone.

☐ Yes ☐ No

Date: _____

Signature of authorized representative of Planning and Zoning

Occupancy and Building Codes Approval

The proposed child care facility/home meets Occupancy and Building Codes

☐ Yes ☐ No

Date: _____

Signature of authorized representative of Occupancy and Building Codes

*Applicable Rules: **Registered Family:** OAR 414-205-0150(3) **Certified Family:** OAR 414-350-0130(2) **Certified Center:** OAR 414-305-0130(6)(a) and **Certified School-age Center:** OAR 414-310-0130(5)(a)

Signature of Provider/Operator of Facility

Date: _____

Sources: Oregon Administrative Rules (OAR), Oregon Department of Early Learning and Care Chapter 414, Divisions 205 Registered Family Child Care Homes; 305 Certified Child Care Centers; 310 Certified School-age Centers and 350 Certified Family Child Care Homes. You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the Child Care Licensing Division at 503-947-1400.