

# Verification of City/County Approval

## Planning and Zoning, Occupancy, and Building Codes

Prior to licensing, you must provide the Office of Child Care 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:	Age Range of Children Being Served:
Registered Family Child Care Home (RF)	Infants/Toddlers
Certified Family Child Care Home (CF)	Preschool
Certified Child Care Center (CC)	School Age
Certified School-age Center (SC)	

Site Address:

(street address) (city) (zip) (county)

Verification of Compliance with city/county ordinances needed because:

**RF/CF** Not living in the home where care will be provided  
(only planning and zoning approval required)

**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 only center *that is not in a public school* must meet building code and zoning 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
Signature of authorized representative of Planning and Zoning	Date	

Occupancy and Building Codes Approval		
The proposed child care facility/home meets occupancy and building codes	Yes	No
Signature of authorized representative of Occupancy and Building	Date	

\***Registered Family:** OAR 414-205-0150(3) In instances where care that is subject to registration, as defined in subsection (2) of rule 414-205-0000, will not be provided in the provider's own residence, the applicant/provider must request and receive approval for an exception prior to providing care at that location. In all respects, the location must appear and be arranged as a residence.

**Certified Family:** OAR 414-350-0130(2) A home that is not the residence of the provider or a home located in a zone other than residential or commercial shall meet all state and local planning and zoning, occupancy, and building code requirements for a child care facility.

**Certified Center:** OAR 414-300-0010(12)(a) and (b) An operator shall provide verification to OCC that the center meets all applicable building codes and zoning requirements that apply to child care facilities: (a) Before the initial certificate is issued; and (b) Whenever the facility is remodeled.

**Certified School-age Center:** OAR 414-310-0130(5)(a) Evidence that the school-age center meets all applicable building codes and zoning requirements, unless the center is in a public school building.

Oregon Administrative Rules (OAR), Oregon Department of Education, Early Learning Division, Chapter 414, Divisions 205 [Registered Family Child Care Homes](#), 300 [Certified Child Care Centers](#), 310 [Certified School-age Centers](#) and 350 [Certified Family Child Care Homes](#).

Signature of Provider/Operator of Facility

Date

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 Office of Child Care at 503-947-1400.