



MEMO

Subject: Day Care/Preschool

Date:

While the State of Utah licenses all day care facilities, the following requirements must be met in order to operate a day care/preschool in a RESIDENCE in Tooele City for **five or more** children. Please note that the following fees and requirements are subject to change.

1. Apply for a Business License, cost is \$40.00 (may be obtained from City Recorder's Office, 2nd Floor, City Hall, phone number 832-2110).
2. Apply for a Conditional Use Permit, cost is \$75.00 (the application may be found in the rack on the wall located in the rear entrance hallway or under Community Development on the Tooele City website). Once the completed application is accepted by the Community Development Department, the Conditional Use Permit will be scheduled as soon as possible to be heard in a public hearing before the Planning Commission. The Planning Commission meets on the 2nd and 4th Wednesdays of the month at 7:00 p.m. in the City Council Chambers.
3. Schedule an appointment for a building inspection (Call 843-2130, Building Department/Community Development).
4. Schedule an appointment for a Fire Inspection (call Harry Shinton 241-3765, Sam Colovich 840-2310, or Troy Tate 830-6832).
5. Obtain a food handlers permit from the County Health Department, phone 843-2300 (State of Utah requirement).
6. If the day care/preschool passes all inspections and receives Planning Commission approval, the business license may then be approved and issued by the City Recorder.