



# MEMO

Subject: Day Care/Preschool Guidelines (Checklist)

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 **4 or more children/8 children maximum**. Please note that the following fees and requirements are subject to change.

- \_\_\_\_\_1. Apply for a Business License, cost is \$40 (may be obtained from the City Recorder's Office, 2<sup>nd</sup> floor of Tooele City Hall, Suite 227; phone number (435) 843-2110 OR on the Tooele City website [www.tooelecity.org](http://www.tooelecity.org) ).
- \_\_\_\_\_2. Apply for a Conditional Use Permit, cost is \$75 (the application may be obtained from the Community Development Department OR the Tooele City website [www.tooelecity.org](http://www.tooelecity.org)). 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 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the month at 7:00 p.m. in the City Council Chambers.
- \_\_\_\_\_3. To schedule an appointment for a Building Inspection = Call the Building Department/Community Development Department at (435) 843-2130.
- \_\_\_\_\_4. To schedule an appointment for a Fire Inspection = Our Fire Inspectors will contact you to schedule an inspection if one is needed.
- \_\_\_\_\_5. Obtain a Food Handlers Permit from the Tooele County Health Department = Call (435) 277-2440 (State of Utah Requirement) OR take online class to obtain permit at : [http://www.tooelehealth.org/Environmental\\_Health/Food\\_Handlers\\_Class.html](http://www.tooelehealth.org/Environmental_Health/Food_Handlers_Class.html)
- \_\_\_\_\_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.
- \_\_\_\_\_7. State childcare license is required and can be obtained on their website at: [http://health.utah.gov/licensing/ccf/public/cc\\_public.html](http://health.utah.gov/licensing/ccf/public/cc_public.html)

***When ALL Departments have completed their inspections and given approval, the business license will then be issued once all fees are paid.***