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5200 Civic Center Drive  
Waterford, Michigan 48329-3773  
Telephone: (248) 674-6238 Fax: (248) 674-4097  
[www.waterfordmi.gov](http://www.waterfordmi.gov)

**DEVELOPMENT SERVICES  
DEPARTMENT**  
Jeffrey M. Polkowski, AICP  
Superintendent of Planning &  
Zoning Division  
Dave Hills  
Superintendent of Building  
Division

Date: November 8, 2022

To: Honorable Township Board

From: Jeffrey M. Polkowski, Superintendent of Planning and Zoning

RE: 2022-Z-015

Proposed Zoning Ordinance Text Amendment: Child day care centers  
C-1, Neighborhood Business District; C-2, Small Business District; C-3, General Business District; C-4, Extensive Business District; C-UB, Urban Business District;

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This proposed Zoning Ordinance Text Amendment includes Child Daycare Centers as a Permitted Principal Use in the Zoning Ordinance within the C-1, Neighborhood Business District; C-2, Small Business District; C-3, General Business District; C-4, Extensive Business District; and C-UB, Union Lake Business District. No adjustments are being proposed within the C-UL, Union Lake Business District, as the district does already allow for Child Daycare Centers as a Permitted Principal Use

Planning Staff has recently been reached out to by an applicant who was looking at leasing a property zoned C-2, Small Business District to open a child day care center. Currently C-UL and OV-SP are the only commercial districts that allow for day care centers, these uses are also allowed in the O-1 and O-2 Zoning Districts. Similar type uses are also allowed in the Single Family Zoning Districts as Child Family Day Care Homes and a Child Group Daycare Homes.

Child care is an essential need in our community, and after some deliberation, Township Planning Staff has made the decision to recommend this ordinance amendment to accommodate this use as it is already available in our community in similarly intensive, and less intensive, Zoning Districts.

There also is some consideration towards the potential auxiliary benefit to single family residential districts. Due to possible nuisances that a Child Group Daycare Home may pose on neighboring homes in Single Family Zoning Districts, this amendment may make childcare in commercial districts more attractive to business owners, shift these uses out of residential districts over time.

Section 1-007 of the Zoning Ordinance defines Child Daycare Centers as:

**Child Day Care Center.** A State-licensed facility with the capacity to receive more than twelve (12) children for group care for periods of less than twenty-four (24) hours a day, and where the parents or legal guardians are not immediately available to the child.

As already the case Township-wide, compliance with all state regulations and a license from the Michigan Department of Licensing and Regulatory Affairs must be met before a facility can open. The state sets standards on what Child Daycare Centers would need to do to be able to operate. While there are significantly more comprehensive requirements available on LARA's website, I have attached a condensed step-by-step guide for reference.

### **Planning Commission Recommendation and Findings**

The Planning Commission reviewed this proposed Zoning Ordinance amendment at the regularly scheduled meeting on October 25, 2022 and resolved unanimously, to forward a favorable recommendation to the Township Board.

### **Motions**

Based upon the Planning Commission's favorable recommendation at the October 25, 2022 regular meeting for this Zoning Ordinance amendment, should the Board want to consider adopting the requested Zoning Ordinance amendment, the appropriate motion would be to introduce the attached Ordinance and schedule it for possible adoption at the November 28, 2022 meeting. However, if the Board does not want to adopt the requested Zoning Ordinance amendment, the appropriate motion would be to not introduce the Ordinance and deny the amendment.

Should you have any questions prior to Monday's meeting please do not hesitate to reach out to me.

STATE OF MICHIGAN  
COUNTY OF OAKLAND  
CHARTER TOWNSHIP OF WATERFORD  
ORDINANCE NO. 2022-Z-015

**TEXT AMENDMENT TO ZONING ORDINANCE**

An Ordinance to amend the Waterford Township Zoning Ordinance No. 135-A (“Zoning Ordinance”) Business Zoning Districts, C-1, C-2, C-3, C-4, and C-UB District to add Child Day Care Facilities as permitted principal uses in those districts.

THE CHARTER TOWNSHIP OF WATERFORD ORDAINS:

**Section 1 of Ordinance**

Section 3-703.3 of the Waterford Township Zoning Ordinance that lists permitted principal uses in the C-1 Neighborhood Business District, is amended to include Child day care centers as permitted principal uses in a new section C and to readjust the lettering for the previously included principal uses to read as follows:

**3-703.3. Permitted Principal Uses.** The following uses shall be permitted as principal uses in the C-1 district:

- A. Convenience stores, limited merchandise stores, and specialty retail stores (*See Retail Establishments in Section 1-007*).
- B. Animal grooming establishments, commercial school establishments, laundry establishments, media production establishments, media communications establishments, personal advice establishments, personal grooming establishments, personal improvement service establishments, and personal service establishments (*See Commercial Service Establishments in Section 1-007*).
- C. Child day care centers (*See Child Day Care Facilities* ~~etail Establishments in Section 1-007~~).
- D. Drop-off dry cleaning establishments (*See Dry-Cleaning Establishments in Section 1-007*).
- E. Professional medical care offices (*See Medical Establishments in Section 1-007*).
- F. Office establishments (*See Office Establishments in Section 1-007*).
- G. Carryout restaurants and fast food/delicatessen/sandwich shop restaurants (*See Restaurant Establishments in Section 1-007*) without drive-thru facilities. (Amended 11/30/2021)
- H. Entertainment rental establishments (*See Rental Establishments in Section 1-007*).
- I. Fitness centers (*See Recreational Facilities in Section 1-007*).
- J. Used book shops (*See Resale Establishments in Section 1-007*).
- K. Neighborhood public utility facilities, public utility hardware, and area public utility facilities (*See Public Utility in Section 1-007*).
- L. Outfitters (*See Outfitters in Section 1-007*). (Effective 8/17/2021)

## **Section 2 of Ordinance**

Section 3-704.3 of the Waterford Township Zoning Ordinance that lists permitted principal uses in the C-2 Small Business District, is amended to include Child day care centers as permitted principal uses in a new section C and to readjust the lettering for the previously included principal uses to read as follows:

**3-704.3      Permitted Principal Uses.** The following uses shall be permitted as principal uses in the C-2 district:

- A. Convenience stores, limited merchandise stores, and specialty retail stores (*See **Retail Establishments in Section 1-007***).
- B. Animal grooming establishments, building systems repair establishments, commercial school establishments, household service repair establishments, laundry establishments, media production establishments, media communications establishments, personal advice establishments, personal grooming establishments, personal improvement service establishments, personal service establishments, and pet shop establishments (*See **Commercial Service Establishments in Section 1-007***).
- C. Child day care centers (*See **Child Day Care Facilities in Section 1-007***).
- D. Drop-off dry cleaning establishments (*See **Dry-Cleaning Establishments in Section 1-007***).
- E. Professional medical care offices (*See **Medical Establishments in Section 1-007***).
- F. Office establishments (*See **Office Establishments in Section 1-007***).
- G. Bar/lounges, carryout restaurants and fast food/delicatessen/sandwich shop restaurants (*See **Restaurant Establishments in Section 1-007***) without drive-thru facilities. (Amended 11/30/2021)
- H. Entertainment rental establishments (*See **Rental Establishments in Section 1-007***).
- I. Used book shops (*See **Resale Establishments in Section 1-007***).
- J. Neighborhood public utility facilities (*See **Public Utility in Section 1-007***) and public utility hardware (*See **Public Utility in Section 1-007***).
- K. Area public utility facilities (*See **Public Utility in Section 1-007***) and regional public utility facilities (*See **Public Utility in Section 1-007***), provided that any installations located closer than fifty (50) lineal feet from any adjacent residential dwelling shall be screened with landscaping materials as provided for in **Division 2-8** and identified in a landscape plan reviewed and approved by the Zoning Official and Township Engineer, and such landscaping shall not negatively impact accessibility by utility maintenance crews. (Amended 7/5/2022)
- L. Licensed medical marihuana provisioning centers that comply with the applicable regulations in **Section 2-604**. (*See **MEDICAL MARIHUANA USES AND DEFINED TERMS in Section 1-007***).
- M. Outfitters (*See **Outfitters in Section 1-007***). (Effective 8/17/2021)

### **Section 3 of Ordinance**

Section 3-705.3 of the Waterford Township Zoning Ordinance that lists permitted principal uses in the C-3 General Business District, is amended to include Child day care centers as permitted principal uses in a new section D and to readjust the lettering for the previously included principal uses to read as follows:

**3-705.3. Permitted Principal Uses.** The following uses shall be permitted as principal uses in the C-3 district:

- A. Convenience stores, department stores, drug stores, limited merchandise stores, merchandise display stores, specialty retail stores, and supermarket establishments (*See Retail Establishments in Section 1-007*) without outdoor sales display areas.
- B. Shopping centers (*See Retail Establishments in Section 1-007*) without outdoor sales display areas.
- C. Animal grooming establishments, banquet and food preparation establishments, building systems repair establishments, commercial school establishments, household service repair establishments, laundry establishments, media production establishments, media communications establishments, personal advice establishments, personal grooming establishments, personal improvement service establishments, personal service establishments, and pet shop establishments (*See Commercial Service Establishments in Section 1-007*).
- D. Child day care centers (*See Child Day Care Facilities in Section 1-007*).
- E. Drop-off dry cleaning establishments (*See Dry-Cleaning Establishments in Section 1-007*).
- F. Professional medical care offices and medical clinics (*See Medical Establishments in Section 1-007*).
- G. Office establishments (*See Office Establishments in Section 1-007*).
- H. Restaurant establishments (*See Restaurant Establishments in Section 1-007*) without outdoor dining patios or drive-thru facilities. (Amended 11/30/2021)
- I. Entertainment rental establishments and rent-to-own establishments (*See Rental Establishments in Section 1-007*).
- J. Entertainment activity centers and theaters (*See Entertainment Establishments in Section 1-007*).
- K. Hotels and motels (*See Hotel And Motel in Section 1-007*).
- L. Fitness centers and health/recreation facilities (*See Recreational Facilities in Section 1-007*).
- M. Antique stores, used book shops, consignment shops, and thrift shops (*See Resale Establishments in Section 1-007*).
- N. Veterinary clinics (*See Veterinary Establishments in Section 1-007*). A veterinary clinic may include customary pens or cages which are permitted only within the clinic building and limited to overnight observation and shall only be incidental to such clinic use.
- O. Funeral home establishments (*See Funeral Home Establishments in Section 1-007*).

- P. Precious metal and gem dealers (See **Section 1-006**) in conformance with **Section 2-602**.
- Q. Public utility facilities and public utility hardware (See **Public Utility in Section 1-007**).
- R. Licensed medical marihuana provisioning centers that comply with the applicable regulations in **Section 2-604**. (See **MEDICAL MARIHUANA USES AND DEFINED TERMS in Section 1-007**).
- S. Electric Vehicle Charging Stations (See **Electric Vehicle Charging Stations in Section 1-007**). (Effective 5/4/2021)
- T. Outfitters (See **Outfitters in Section 1-007**). (Effective 8/17/2021)

#### **Section 4 of Ordinance**

Section 3-706.3 of the Waterford Township Zoning Ordinance that lists permitted principal uses in the C-4 Extensive Business District, is amended to include Child day care centers as permitted principal uses in a new section H and to readjust the lettering for the previously included principal uses to read as follows:

**3-706.3. Permitted Principal Uses.** The following uses shall be permitted as principal uses in the C-4 district:

- A. Retail establishments (See **Retail Establishments in Section 1-007**), including such establishments with outdoor sales display areas.
- B. Commercial service establishments (See **Commercial Service Establishments in Section 1-007**).
- C. Restaurant establishments (See **Restaurant Establishments in Section 1-007**) without drive-thru facilities. (Amended 11/30/2021)
- D. Entertainment establishments (See **Entertainment Establishments in Section 1-007**).
- E. Cultural facilities (See **Cultural Establishments in Section 1-007**).
- F. Institutional facilities (See **Institutional Facilities in Section 1-007**).
- G. Religious facilities (See **Religious Facilities in Section 1-007**).
- H. Child day care centers (See **Child Day Care Facilities in Section 1-007**).
- I. Recreational facilities conducted completely within a building approved for the use (See **Recreational Facilities in Section 1-007**).
- J. Drop-off dry cleaning establishments (See **Dry-Cleaning Establishments in Section 1-007**).
- K. Medical establishments (See **Medical Establishments in Section 1-007**).
- L. Office establishments (See **Office Establishments in Section 1-007**).
- M. Conference facilities (See **Conference Facilities in Section 1-007**).
- N. Convention centers (See **Convention Center in Section 1-007**).
- O. Entertainment rental and rent-to-own establishments (See **Rental Establishments in Section 1-007**).
- P. Hotels and motels (See **Hotel And Motel in Section 1-007**).

- Q. Antique stores, used book shops, consignment shops, and thrift shops (*See Resale Establishments in Section 1-007*).
- R. Funeral home establishments (*See Funeral Home Establishments in Section 1-007*).
- S. Veterinary establishments (*See Veterinary Establishments in Section 1-007*).
- T. Light equipment rental establishments (*See Rental Establishments in Section 1-007*) and new vehicle dealer, used vehicle dealer, and vehicle broker dealer establishments (*See Vehicle Dealer Establishments in Section 1-007*) conducted entirely within the principal building with no outdoor display or storage.
- U. Vehicle lease or rental agencies (*See Vehicle Lease Or Rental Agency in Section 1-007*), including such uses with outdoor vehicle inventory storage.
- V. Precious metal and gem dealers (*See Section 1-006*) in conformance with **Section 2-602**.
- W. Public utility facilities, public utility buildings, and public utility hardware (*See Public Utility in Section 1-007*).
- X. Licensed medical marihuana provisioning centers that comply with the applicable regulations in **Section 2-604**. (*See MEDICAL MARIHUANA USES AND DEFINED TERMS in Section 1-007*).
- Y. Electric Vehicle Charging Stations (*See Electric Vehicle Charging Stations in Section 1-007*). (Effective 5/4/2021)
- Z. Outfitters (*See Outfitters in Section 1-007*). (Effective 8/17/2021)

### **Section 5 of Ordinance**

Section 3-707.3 of the Waterford Township Zoning Ordinance that lists permitted uses as special approval uses in the C-UB Urban Business District, is amended to add a new subsection H and to readjust the lettering for the previously included principal uses to read as follows:

**3-707.3. Permitted Principal Uses.** The following uses conducted completely indoors, with no outdoor service or drive-thru- service facilities, shall be permitted as principal uses in the C-UB district:

- A. Convenience stores, department stores, drug stores, limited merchandise stores, merchandise display stores, specialty retail stores, and supermarket establishments (*See Retail Establishments in Section 1-007*).
- B. Shopping centers (*See Retail Establishments in Section 1-007*).
- C. Animal grooming establishments, banquet and food preparation establishments, building systems repair establishments, commercial school establishments, household service repair establishments, laundry establishments, media production establishments, media communications establishments, personal advice establishments, personal grooming establishments, personal improvement service establishments, personal service establishments, and pet shop establishments (*See Commercial Service Establishments in Section 1-007*).
- D. Cultural facilities (*See Cultural Establishments in Section 1-007*).
- E. Religious facilities (*See Religious Facilities in Section 1-007*).

- F. Child day care centers (See **Child Day Care Facilities in Section 1-007**).
- G. Drop-off dry cleaning establishments (See **Dry-Cleaning Establishments in Section 1-007**).
- H. Professional medical care offices and medical clinics (See **Medical Establishments in Section 1-007**).
- I. Office establishments (See **Office Establishments in Section 1-007**).
- J. Bar/lounges, brewpubs, cabaret/night clubs, cafeterias, carryout restaurants, and fast food/delicatessen/sandwich shop restaurants (See **Restaurant Establishments in Section 1-007**).
- K. Entertainment rental establishments and rent-to-own establishments (See **Rental Establishments in Section 1-007**).
- L. Entertainment activity centers and theaters (See **Entertainment Establishments in Section 1-007**).
- M. Private clubs and philanthropic institutions (See **Institutional Facilities in Section 1-007**).
- N. Fitness centers and health/recreation facilities (See **Recreational Facilities in Section 1-007**).
- O. Antique stores, used book shops, consignment shops, and thrift shops (See **Resale Establishments in Section 1-007**).
- P. Public utility facilities and public utility hardware (See **Public Utility in Section 1-007**).
- Q. Outfitters (See **Outfitters in Section 1-007**). (Effective 8/17/2021)
- R. Lofts on the second floor of buildings in which the first floor is occupied by commercial uses that are permitted principal uses, permitted uses after wellhead protection compliance, or permitted uses after special approval in the C-UB, Urban Business zoning district (See **Dwelling, Loft in Section 1-007**). Effective 4/5/2022

### **Section 6 of Ordinance**

The effective date of this Ordinance shall be on the 8<sup>th</sup> day after publication, or a later date as provided in the Michigan Zoning Enabling Act for when a petition for voter referendum on this Ordinance and/or a notice of intent to submit such a petition is timely filed with the Township Clerk.

### **CERTIFICATION**

I certify that this Zoning Ordinance Text Amendment was adopted by a majority vote of the members of the Board of Trustees of the Charter Township of Waterford at a meeting duly called and held on November 28, 2022.

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Date

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Kimberly Markee, Township Clerk

# Resource Guide to Child Care Licensure in Michigan

## Your step-by-step guide!



This guide provides general information and requirements that must be completed in order to become licensed. There are three different types of licensed child care facilities in Michigan; family, group, and center.

### Family Child Care Home

A family child care home license allows an individual to provide care or supervision for 1 to 6 unrelated children in a private home (where the licensee permanently resides as a member of the household) for less than 24 hours a day unattended by a parent or legal guardian.

### Group Child Care Home

A group child care home license allows an individual to provide care or supervision for 7 to 12 unrelated children in a private home (where the licensee permanently resides as a member of the household) for less than 24 hours a day unattended by a parent or legal guardian.

### Child Care Center

A child care center license allows an individual, agency, or corporation to provide care in a commercial space or building for 1 or more children under the age of 13. The children are in care less than 24 hours a day, parents or guardians are not immediately available, and the center operates for more than two consecutive weeks.

## Choosing the Right License Type

Reading the laws and licensing rules will help you determine which license type fits your professional goals. Public Act 116, the Licensing Rules for Family and Group Child Care Homes, and the Licensing Rules for Child Care Centers can be found at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).



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# Steps for a Family or Group Child Care License

## Step 1: Apply Online

The [application](#) must be completed online, including submission of a \$50.00 application fee for a family home or \$100.00 application fee for a group home. The fee is non-refundable. As part of the on-line application process, you will be instructed to print, complete, and mail in some additional paperwork listed in steps 2-11.

Additional paperwork should be mailed to:

**Michigan Department of Licensing and Regulatory Affairs**  
**Child Care Licensing Bureau**  
**P.O. Box 30664**  
**Lansing, MI 48909-8164**

As an applicant, you can expect the licensing process to take 3 to 6 months to complete after you submit a complete application packet. Individual circumstances may effect the actual time required to issue your license.

## Step 2: Zoning Approval

A [Zoning Approval](#) form is required for group child care homes only (CCL-3748). Zoning approval is required under the Zoning Enabling Act (2006 PA 110, MCL 110 325.32016).

Note: The Zoning Enabling Act requires counties and townships to grant zoning approval if the requirements of subsection (4) of the act are met. Except for the requirements in subsection (4) of the act, subsection (7) of the act indicates that a local county or township ordinance cannot be more restrictive than the Child Care Organization Act (1973 PA 116, MCL 722.111 to 722.128).

## Step 4: TB Testing

Documentation of freedom from communicable tuberculosis (TB) is required for all persons living in the home who are 14 years of age and older prior to license issuance. Child care staff members and child care assistants must also have documentation of TB test results.

## Step 3: Medical Clearance

A [Medical Clearance Request](#) (CCL-3704) needs to be completed by you and your physician or your physician's designee attesting to your mental and physical health. The Patient Information section must be completed before submitting the form to your physician or physician designee for completion. Child care staff members and child care assistants will also need to have a [Medical Clearance Request](#) completed.

## Step 5: Infant Safe Sleep

Documentation of training in Safe Sleep Practices to prevent Sudden Infant Death Syndrome is required for a licensee before a license will be issued. Child care staff members and child care assistants must also complete the training prior to caring for children. Safe sleep training is available on [MiRegistry.org](#).

# Steps for a Family or Group Child Care License Continued

## Step 6: Health and Safety

To meet the federal regulations, the licensee, child care staff members, and child care assistants will need to complete health and safety trainings.

It is recommended that you take these courses through [MiRegistry](#). To find these courses:

1. Go to [www.miregistry.org](http://www.miregistry.org)
2. Create an Individual MiRegistry account.
3. Click on the keywords box, type “Health and Safety Training for Licensed Child Care Providers.”
4. Scroll down and click the blue Locate Events button.

## Step 8: Furnace/Hot Water

Proof of inspection and approval of your heating system (includes wood-burning stoves and any other permanently installed heating devices) and fuel-fired water heater within the past 12 months are required before a license is issued. Furnaces and other flame- or heat-producing equipment used to heat the home when children are in care and fuel-fired water heaters must be inspected by the following entities:

- A licensed heating contractor for a fuel-fired furnace.
- A licensed heating contractor or licensed plumbing contractor for a fuel-fired water heater.
- A mechanical inspector for the local jurisdiction or licensed mechanical inspector for a wood stove or other solid fuel appliance.

Note: Electric heat and electric hot water heaters do not require an inspection.



## Step 7: CPR and First Aid

Documentation of valid infant/child/adult CPR (cardiopulmonary resuscitation) and first aid certification is required for the licensee before a license will be issued. Child care staff members must have valid CPR and first aid certification prior to caring for children. Child care assistants must have valid CPR and first aid certification within 90 days of hire.

[First aid/CPR training](#) must be received from an organization approved by the department. A list of approved training organizations is available on the department’s website.



## Step 9: Fingerprinting

The following individuals associated with a licensed home need to be fingerprinted and must have a comprehensive background check:

- Applicants/Licensees
- Child care staff members
- Child care assistants
- Unsupervised volunteers
- Adult household members in child care homes

You will receive more information on how to complete comprehensive background checks and fingerprints after your application and fee are submitted. More information can be found at

[www.michigan.gov/ccbc](http://www.michigan.gov/ccbc).

# Steps for a Family or Group Child Care License Continued

## Step 10: Environmental Health

An environmental health inspection and approval are required if your application indicates that your home has a private well and/or septic system.

The environmental health inspection, requested and paid for by licensing, is done by your local health authority prior to becoming licensed.

## Step 12: Orientation

After review and approval of all required documentation, you will be invited to attend a 6- hour licensing orientation.

You can expect:

- To learn about the licensing rules and laws.
- To receive resources and tools to be successful.
- To learn how to prepare for your inspection.
- To be able to ask any questions you may have.

## Step 14: On-Site Inspection

After you have prepared, your licensing consultant will schedule an on-site inspection.

During the inspection, your consultant will:

- Inspect your home and the premises for compliance with the rules and laws.
- Review your paperwork including your discipline policy and emergency procedures.
- Discuss the terms of your license such as ages served and hours of operation.
- Answer any questions you may have.

If there are things in the environment or paperwork that need to be corrected, your licensing consultant will create a corrective action plan with you. To verify the corrections were made, another inspection or electronic documentation may be required before the license is issued.

## Step 11: Radon

Documentation that the level of radon gases does not exceed 4 picocuries per liter of air in the lowest level of your home is required before a license is issued.

More information can be found at  
[www.michigan.gov/degradon](http://www.michigan.gov/degradon)



## Step 13: Prepare for Inspection

Once you have attended orientation, you should spend some time preparing for your initial on-site inspection. To prepare, you should:

- Review all of the rules and laws.
- Use the [Family and Group Child Care Home Compliance Record](#) checklist to check for compliance with the rules.
- Contact your licensing consultant with any follow-up questions or concerns.
- Schedule your on-site inspection.

## Step 15: Original License

Once it has been determined that you are in compliance with the rules and the law, you will be issued a 6-month original license.

Prior to the expiration of the 6 month original license, you will receive a renewal application packet. After you submit a complete renewal application packet and renewal fee, an on-site inspection will occur. If you are found to be in compliance with the rules and law, you will then be issued a regular license that is valid for 2 years.

# Steps for Child Care Center License

## Step 1: Find a Location

The first step in the process of opening a child care center is finding a location. When looking at locations, it is important to keep the following in mind:

- Does the location have enough square footage for the desired capacity?
- Are there enough toilets and handwashing sinks available?
- Is there a safe outdoor play area?
- Is the building and premises in good condition?
- Is the location ideal for a child care center?
- Does the building meet the licensing requirements?

It is suggested that the applicant complete the fire inspection, lead risk assessment, and environmental health inspection prior to purchasing or renting a space. Depending on the results of the inspections, the location may need extensive renovations before a license can be issued.

## Step 2: Local Requirements

Applicants should check with their local zoning boards, townships, and fire marshal. Some communities have their own requirements for a child care center beyond what the department requires. This may include steps such as local permits, certificates of occupancy, or special zoning approvals before a child care center can open for operation.

## Step 3: Fire Inspection

Fire safety inspections are a necessary part of the licensing process. It is a means of assuring that the building used for a child care center is in compliance with essential fire safety requirements for licensure. A list of [qualified fire safety inspectors for child care centers](#) is available on the department's website.

For centers operating in a school building, a copy of a previous approval from the Bureau of Fire Services, the State Fire Marshal or a statement from the school district superintendent using the [Certification of School Building Compliance with Fire Safety Provisions \(CCL-5043\)](#) form is acceptable in lieu of a fire safety inspection.

Note: A plan review is required for:

- New construction, remodeling, or additions to a building.
- Renovation, including fire alarms, hood suppression systems, or sprinkler systems.
- Any structural, mechanical, plumbing, or electrical changes.

The applicant or licensee must submit a set of construction plans, along with the [Application for Child Care Plan Review \(BCHS-FS-13\)](#) as outlined on the form.

Environmental health inspections are required for original licenses. To schedule an inspection, contact your local health department. You will need to submit the [Environmental Health Inspection Request](#) form along with payment to your local health department.

**Additional paperwork should be mailed to:**

Michigan Department of Licensing and Regulatory Affairs  
Child Care Licensing Bureau  
P.O. Box 30664  
Lansing, MI 48909-8164



**Documents may be faxed to:**

**517-763-0217**

# Steps for a Child Care Center License Continued

## Step 5: Lead Risk Assessment

A center located in a building constructed prior to 1978 must submit a lead hazard risk assessment report indicating the proposed child use space, including outdoor play areas, is safe. The [Lead Hazard Risk Assessment Summary \(CCL-4344\)](#) form must be included with the lead hazard risk assessment to document compliance with this rule. A list of [certified lead risk assessors](#) is available on the department's website.

## Step 7: Apply Online

The [application](#) must be completed online, including submission of the application fee. The fee for child care center licenses is based on the capacity of the center. The fee is non-refundable.

Capacity	Fee
1-20	\$150
21-50	\$200
51-100	\$250
101+	\$300

## Step 9: Corporation & Tax ID

Federal tax identification paperwork will need to be submitted to the department. In addition, corporations will need to submit proof of their corporation status.

## Step 6: Furnace/Hot Water

Proof of inspection and approval of your heating system and fuel-fired water heater within the past 12 months are required before a license is issued.

Furnaces and other flame- or heat-producing equipment used to heat the center when children are in care and fuel-fired water heaters must be inspected by the following entities:

- A licensed heating contractor for a fuel-fired furnace.
- A licensed heating contractor or licensed plumbing contractor for a fuel-fired water heater.
- A boiler must be inspected and a certificate provided by the boiler division, department of licensing and regulatory affairs.

Note: Electric heat and electric hot water heaters do not require an inspection.

## Step 8: Licensee Designee

A licensee designee is the individual who will be responsible for overseeing child care licensing within the organization. A [Child Care License Designee form \(CCL-5003\)](#) and a [Child Care Licensing Information Request form \(BCHS-CCL-001\)](#) must be submitted.

## Step 10: Fingerprinting

The following individuals need to be fingerprinted and must have a comprehensive background check:

- Applicants/Licensees
- Child care staff members
- Child care aides
- Unsupervised volunteers

You will receive more information on how to complete comprehensive background checks after your application and fee are submitted. More information can be found at [www.michigan.gov/ccbc](http://www.michigan.gov/ccbc).



# Steps for a Child Care Center License Continued

## Step 11: Policies and Procedures

The following policies, procedures, and paperwork will need to be submitted and reviewed by your licensing consultant:

- Information packet for parents/guardians.
- Emergency procedures and crisis management plan.
- Staffing and professional development plans.
- Policy for ill staff, volunteers, and children.
- Child abuse and neglect reporting policy.
- Screening and supervision policy for staff and volunteers.

Note: Additional paperwork may be required. Your consultant will notify you of the required paperwork.

## Step 12: Program Director

A child care center is required to have at least one program director approved by the department. Program director requirements are outlined in the [Licensing Rules for Child Care Centers](#). The following information will need to be submitted to your consultant in order to approve a program director:

- A copy of official transcripts.
- Montessori credentials or a valid child development associate (CDA) credential, if applicable.
- Documentation of hours of experience.
- [Child Care License Designee form \(CCL-5003\)](#).
- [Child Care Licensing Information Request form \(BCHS-CCL-001\)](#).

## Step 13: Staff Requirements

Child care staff members, assistants and unsupervised volunteers are required to complete specific trainings including an orientation, CPR, first aid, and health and safety trainings. In addition, each classroom/well-defined space needs a lead caregiver with lead caregiver qualifications. The requirements are outlined in the [Licensing Rules for Child Care Centers](#).

## Step 15: On-site Inspection

Once all required paperwork is submitted, your consultant will schedule an on-site inspection.

During the inspection, your consultant will:

- Inspect your center and the premises for compliance with the rules and laws.
- Measure the child use spaces.
- Answer any questions you may have.

Note: If there are items that need to be corrected, your consultant will create a corrective action plan with you. To verify that the corrections were made, another inspection or documentation may be required before the license is issued.

## Step 14: Playground Inspection

Centers with elevated playground equipment must comply with the 2010 Edition of the [Consumer Product Safety Commissions Handbook on Public Playground Safety](#). A playground inspection by a Certified Playground Inspector is required. The inspector will document compliance using the [Playground Inspection Certification Summary \(CCL-5047\)](#). A list of [Certified Playground Inspectors](#) can be located on the department's website.

## Step 16: Original License

Once it has been determined that you are in compliance with the rules and the law, you will be issued a 6-month original license.

Prior to the expiration of the 6 month original license, you will receive a renewal application packet. After you submit a complete renewal application packet and renewal fee, an on-site inspection will occur. If you are found to be in compliance with the rules and law, you will then be issued a regular license that is valid for 2 years.

## Helpful Resources for Child Care Providers

### Child Care Licensing Bureau

[www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)

**Phone**

517-284-9730

**Fax**

517-763-0217

**Email**

[lara-cclb-help@michigan.gov](mailto:lara-cclb-help@michigan.gov)

**Mailing Address**

P.O. Box 30664

Lansing, MI 48909-8164

### MiRegistry

[www.miregistry.org](http://www.miregistry.org)

**Phone**

833-386-9238

**Email**

[support@miregistry.org](mailto:support@miregistry.org)

### Great Start to Quality

[www.greatstarttoquality.org](http://www.greatstarttoquality.org)

**Phone**

877-614-7328

### Child Care Background Checks

[www.michigan.gov/ccbc](http://www.michigan.gov/ccbc)

**Phone**

844-765-2247 ext. 4

### Child Development and Care

[www.michigan.gov/childcare](http://www.michigan.gov/childcare)



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