

Zoning Building Code Requirements - NEW CENTRE

A. Process for no construction: new license for child care centre			
Task	Responsible		
	Applicant	Ministry	Building
Review relevant legislative requirements of <i>Day Nurseries Act</i>	✓		
Provide information about licensing and Application forms		✓	
Obtain Permitted Use letter from Zoning/Building,	✓		✓ Issue Permitted Use letter
Obtain change in use permit from Zoning/Building, if required	✓		✓ Issue Change of Use Permit
Submit to the ministry: <ul style="list-style-type: none"> ▪ Application and Notice of Intent ▪ Fee ▪ Copy of Permitted Use letter ▪ Incorporation papers, if applicable ▪ Criminal reference checks for the operator ▪ Building, floor and site plans, including plans for construction/renovation 	✓		
Obtain Building Permit, if required as noted above (see below re process)	✓		✓ Issue Building Permit
Provide letter re: approved/not approved in principle		✓	
Write to Fire and Health to request written approval		✓	
Ensure written confirmation of compliance from Fire and Health authorities is provided to the ministry	✓		
Submit centre policies and procedures for review	✓		
Consult and conduct interim inspections as required and provide written documentation of outstanding requirements		✓	
Follow-up on any outstanding requirements to ensure compliance	✓		
Confirm compliance		✓	
Issue License		✓	

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B. Process for construction/renovations: new license for child care centre			
Task	Responsible		
	Applicant	Ministry	Building
Review relevant legislative requirements of <i>Day Nurseries Act</i>	✓		
Provide information about licensing and Application forms		✓	
Submit to the ministry: <ul style="list-style-type: none"> ▪ Application and Notice of Intent ▪ Fee ▪ Copy of Permitted Use letter ▪ Incorporation papers, if applicable ▪ Criminal reference checks for the operator ▪ Building, floor and site plans, including plans for construction/renovation 	✓		
Ensure construction, renovation etc. does <u>not</u> occur prior to ministry approval and Building Permit	✓		
Conduct initial site inspection, if applicable/required		✓	
Provide letter to applicant approving floor plans in principle with copy of approved/stamped plans attached		✓	
Submit request for Building Permit, together with ministry approved and stamped plans and ministry letter of approval	✓		
Issue Building Permit			✓ Issue Permit
Provide copy of Building Permit to ministry	✓		
Contact Fire and Health to request written approval		✓	
Ensure written confirmation of compliance from Fire and Health authorities is provided to the ministry	✓		
Submit centre policies and procedures for review	✓		
Consult and conduct interim inspections as required and provide written documentation of outstanding requirements		✓	
Contact Building to arrange final inspection	✓		
Conduct final inspection to assess construction/renovation work			✓
Obtain copy of Inspection Status Letter from Building and provide copy to ministry (submit written request and fee)	✓		
Issue Status Letter confirming work completed in accordance with permit			✓ Issue License Status letter
Ensure written confirmation of compliance from Fire and Health authorities is provided to the ministry	✓		
Contact ministry to arrange final site inspection once all licensing requirements have been met	✓		
Conduct final site inspection		✓	
Follow-up on any outstanding requirements to ensure compliance	✓		
Confirm compliance		✓	
Issue License		✓	