

Municipal Approval Process for Child Care Centres not in Publicly Funded Schools

Applying for a New Licence

Applicants are responsible for ensuring and providing verification of compliance with relevant municipal requirements. Toronto Public Health, Toronto Building, Toronto Fire Services, Toronto Children's Services and the Child Care Quality and Assurance Licensing Branch of the Ministry of Education have established the following processes to assist applicants in obtaining verification of compliance with relevant municipal requirements.

The following information will assist you in completing the tasks required as part of the application process for a new child care centre not located in a publicly funded school.

The Process

- Register in the Ministry's Child Care Licensing System (CCLS)

Note: Existing licensees apply for a new licence through their existing CCLS account.

- Submit an application for a new licence in CCLS – populate all required information in application details page including proposed licensed capacity.

Note: Requests for Alternate capacity must be included if applicable.

For example: If the proposed capacity is for 16 Preschool children, the applicant may wish to request that an Alternate capacity for 15 Toddlers is added to the licence as this will allow the applicant to operate with either capacity based on needs at the time.

Please note that requests for alternate capacity must be clearly reflected on the floor plans to ensure that they are included in approvals obtained from Toronto Public Health, Toronto Building and Toronto Fire.

- Obtain architectural floor and site plans which contain all required information including playground plans as outlined in the Floor Plan Review Template. Playground plans must be submitted for programs applying to operate for more than 6 hours per day. Where a proposed playground is a rooftop or above ground playground, additional information will be required. The Ministry will provide clarification about the required details.
- Obtain approval/stamp from Toronto Public Health for proposed plans.
- Upload Floor and Site plans stamped by Toronto Public Health in CCLS.
- Download and print the approval letter and approved floor and site plans from CCLS once approved in principle by the Ministry.

No Construction - using the Ministry's letter of approval in principle and plans stamped by Toronto Public Health, request Municipal Approval from:

- Toronto Building for a Preliminary Project Review (PPR) for confirmation of compliance with zoning by-laws. Separate confirmation of compliance with the Ontario Building Code is not required. PPR Applications can be accessed at the [City of Toronto's Zoning Review webpage](#).
- Toronto Fire - A Fire Safety Plan which reflects proposed space, age groups and capacities including alternate capacity, where applicable, must be submitted to Toronto Fire for approval. The licensee must request an inspection from Toronto Fire.
- A recognized licensed professional such as an Architect or Engineer to Confirm Compliance with the Ontario Building Code also known as 'Compliance with OBC'. Compliance with OBC is required to confirm that a permit under Section 8 (Building Permit) or Section 10 (Change of Use) is not required.

Planned Construction - using the Ministry's letter of approval in principle and plans stamped by Toronto Public Health, request Municipal Approval from:

- Toronto Building – Submit application for a Building Permit to bldapplications@toronto.ca.
 - Information about building permit applications is available at the [City of Toronto's Apply for a Building Permit webpage](#).
- When construction is complete, using the Ministry's letter of approval in principle and plans stamped by Toronto Public Health, proceed with a request for Municipal Approval from Toronto Fire. A Fire Safety Plan which reflects proposed space, age groups and capacities including alternate capacity, where applicable, must be submitted to Toronto Fire for approval. The licensee must request an inspection from Toronto Fire.
- Upload approval letter/s from Municipal Authorities to CCLS.
- Upload confirmation of Building Permit closure to CCLS. Information about obtaining an inspection status report is available at the [City of Toronto's Request an Inspection Status Report Online webpage](#).
- Once all requirements are met and the premise is ready to receive children, schedule a site inspection with the Ministry Program Advisor. Ministry staff will conduct a licensing inspection to confirm measurements and assess compliance with all applicable licensing requirements. Final confirmation of the licensed capacity of the site and playground will be based on confirmation of municipal approvals as well as the results of site inspections by ministry staff.
- Download the licence and other required licensing documents from CCLS and post at the premise.

Note: To determine which municipal approval is required, please refer to **Table A** for applications without construction or **Table B** for applications with planned construction.

**Table A: New Licence Required Approvals – No Construction
Not in Publicly Funded Schools**

Age Group	Health Approval (Stamped Plans)	Zoning Approval (Preliminary Project Review – PPR)	Building Approval (Ontario Building Code Compliance) See *Note	Fire Approval
Infant	YES	YES	*YES – written confirmation from architect/engineer	YES
Toddler	YES	YES	*YES – written confirmation from architect/engineer	YES
Preschool	YES	YES	*YES – written confirmation from architect/engineer	YES
Kindergarten	YES	YES	*YES – written confirmation from architect/engineer	YES
Primary/Junior School Age	YES	YES	*YES – written confirmation from architect/engineer	YES
Junior School Age	YES	YES	*YES – written confirmation from architect/engineer	YES

***Written confirmation of compliance from a licensed architect or engineer**

- Information about professional Engineers is available at peo.on.ca/ (Professional Engineers of Ontario)
- Information about professional Architects is available at oaa.on.ca/ (Ontario Association of Architects)

**Table B: New Licence Required Approvals – Planned Construction
Not in Publicly Funded Schools**

Age Group	Health Approval (Stamped Plans)	Zoning Approval (Preliminary Project Review – PPR)	Building Approval (Ontario Building Code Compliance)	Fire Approval
Infant	YES	*YES - Provided with issued Building Permit	**YES – Building Permit Closure	YES
Toddler	YES	*YES - Provided with issued Building Permit	**YES – Building Permit Closure	YES
Preschool	YES	*YES - Provided with issued Building Permit	**YES – Building Permit Closure	YES
Kindergarten	YES	*YES - Provided with issued Building Permit	**YES – Building Permit Closure	YES
Primary/Junior School Age	YES	*YES - Provided with issued Building Permit	**YES – Building Permit Closure	YES
Junior School Age	YES	*YES - Provided with issued Building Permit	**YES – Building Permit Closure	YES

*Zoning Approval is provided with issued Building Permit – separate confirmation of compliance (i.e. PPR) is not required

**Building Approval (Ontario Building Code Compliance) is confirmed via Building Permit Closure (i.e. Inspection Status Report) – separate confirmation of compliance is not required

Revising an Existing Licence

Licensees are responsible for ensuring and providing verification of compliance with relevant municipal requirements. Toronto Public

Health, Toronto Building, Toronto Fire Services, Toronto Children's Services and the Quality and Assurance Licensing Branch of the Ministry of Education **have established the following processes** to assist licensees in obtaining verification of compliance with relevant municipal requirements.

Note: The licence must be revised by the ministry and posted at the centre before the changes are made.

The change(s) may include changing the number and/or ages of the children or changing the indoor and/or outdoor space in which the program is currently licensed to operate.

The following information will assist you in completing the tasks required as part of the revision process for a licensed child care centre not located in a publicly funded school.

The Process:

Note: Requests for Alternate capacity must be included if applicable.

For example: If the proposed capacity is for 16 Preschool children, the licensee may wish to request that an

Alternate capacity for 15 Toddlers is added to the licence as this will allow the licensee to operate with either capacity based on needs at the time.

Please note that requests for alternate capacity must be clearly reflected on the floor plans to ensure that they are included in approvals obtained from Toronto Public Health, Toronto Building and Toronto Fire.

- Obtain architectural floor and site plans which contain all required information including playground plans as outlined in the Floor Plan Review Template. Playground plans must be submitted for programs applying to operate for more than 6 hours per day. Where a proposed playground is a rooftop or above ground playground, additional information will be required. The Ministry will provide clarification about the required details.
- Obtain approval/stamp from Toronto Public Health for proposed plans.
- Upload Floor and Site plans stamped by Toronto Public Health in CCLS.
- Download and print the approval letter and approved floor and site plans from CCLS once approved in principle by the Ministry.

No Construction - using the Ministry's letter of approval in principle and plans stamped by Toronto Public Health, request Municipal Approval from:

- Toronto Building for a Preliminary Project Review (PPR) for confirmation of compliance with zoning by-laws. Separate confirmation of compliance with the Ontario Building Code is not required. PPR Applications can be accessed at the [City of Toronto's Zoning Review webpage](#).
- Toronto Fire - A Fire Safety Plan which reflects proposed space, age groups and capacities including alternate capacity, where applicable, must be submitted to Toronto Fire for approval. Applicant/licensee must request an inspection from Toronto Fire.
- A recognized licensed professional such as an Architect or Engineer to Confirm Compliance with the Ontario Building Code also known as 'Compliance with OBC'. Compliance with OBC is required to confirm that a permit under Section 8 (Building Permit) or Section 10 (Change of Use) is not required.

Planned Construction - using the Ministry's letter of approval in principle and plans stamped by Toronto Public Health, request Municipal Approval from:

- Toronto Building – Submit application for a Building Permit to bldapplications@toronto.ca.
 - Information about building permit applications is available at the [City of Toronto's Apply for a Building Permit webpage](#).
- When construction is complete, using the Ministry's letter of approval in principle and plans stamped by Toronto Public Health, proceed with a request for Municipal Approval from Toronto Fire. A Fire Safety Plan which reflects proposed space, age groups and capacities including alternate capacity, where applicable, must be submitted to Toronto Fire for approval. The licensee must request an inspection from Toronto Fire.
- Upload approval letter/s from Municipal Authorities to CCLS.
- Upload confirmation of Building Permit closure to CCLS. Information about obtaining an inspection status report is available at the [City of Toronto's Request an Inspection Status Report Online webpage](#).
- Once all requirements are met and the premise is ready to receive children, schedule a site inspection with the Ministry Program Advisor. Ministry staff will conduct a licensing inspection to confirm measurements and assess compliance with all applicable licensing requirements. Final confirmation of the licensed capacity of the site and playground will be based on confirmation of municipal approvals as well as the results of site inspections by ministry staff.
- Download the licence and other required licensing documents from CCLS and post at the premise.

Note: To determine which municipal approval is required, please refer to **Table C** for revision requests without construction or **Table D** for revision requests with planned construction.

Table C: Revised Licence Required Approvals - No Construction

Not in Publicly Funded Schools

Legend

- H Health Approval (stamped plans)
 PPR Zoning Approval Preliminary Project Review (PPR)
 OBC Building Approval (Ontario Building Code Compliance)
 F Fire Approval

Note: Where the change is to the months and/or hours of operation only, municipal approvals are not required. Where **more than one** change is proposed, review the required approval for **each** proposed change. If 'Yes' and 'No' are noted for the same approval, 'Yes' is the answer.

For example:

- Where the change will result in an increase in capacity **and** a change in age group, Health Approval **is** required.
- Where the capacity remains the same and there is a change in space (new room), Health Approval and Zoning Approval **are** required.

Age Group	Increase in Capacity				Decrease in Capacity				Add New Space not Currently Licensed (Includes space not used to calculate the current capacity and/or space not included in a condition on the current licence)				Add New Age Group and/or Add Alternate Capacity			
	H	PPR	OBC	F	H	PPR	OBC	F	H	PPR	OBC	F	H	PPR	OBC	F
Infant	No	Yes	**Yes	Yes	No	No	No	No	Yes	Yes	**Yes	Yes	Yes	No	No	Yes
Toddler	No	Yes	**Yes	Yes	No	No	No	No	Yes	Yes	**Yes	Yes	Yes	No	No	Yes
Preschool	No	Yes	**Yes	Yes	No	No	No	No	Yes	Yes	**Yes	Yes	Yes	No	No	Yes
Kindergarten	No	Yes	**Yes	Yes	No	No	No	No	Yes	Yes	**Yes	Yes	Yes	No	No	Yes
Primary/Junior School Age	No	Yes	**Yes	Yes	No	No	No	No	Yes	Yes	**Yes	Yes	Yes	No	No	Yes
Junior School Age	No	Yes	**Yes	Yes	No	No	No	No	Yes	Yes	**Yes	Yes	Yes	No	No	Yes

** Written confirmation of compliance from a licensed architect or engineer

- Information about professional Engineers is available at <http://www.peo.on.ca/> (Professional Engineers of Ontario)
- Information about professional Architects is available at <http://www.oaa.on.ca/> (Ontario Association of Architects)

**Table D: Revised Licence Required Approvals - Planned Construction
Not in Publicly Funded Schools**

Legend

- H Health Approval (stamped plans)
- PPR Zoning Approval Preliminary Project Review (PPR)
- OBC Building Approval (Ontario Building Code Compliance)
- F Fire Approval

Note: Where the change is to the months and/or hours of operation only, municipal approvals are not required.

Where **more than one** change is proposed, review the required approval for **each** proposed change. If ‘**Yes**’ and ‘**No**’ are noted for the same approval, ‘**Yes**’ is the answer.

For example:

- Where the change will result in an increase in capacity **and** a change in age group, Health Approval is required.

Age Group	Increase in Capacity				Decrease in Capacity				Add New Space not Currently Licensed (Includes space not used to calculate the current capacity and/or space not included in a condition on the current licence)				Add New Age Group and/or Add Alternate Capacity			
	H	PPR	OBC	F	H	PPR	OBC	F	H	PPR	OBC	F	H	PPR	OBC	F
Infant	No	*Yes	**Yes	Yes	No	No	**Yes	Yes	Yes	*Yes	**Yes	Yes	Yes	No	**Yes	Yes
Toddler	No	*Yes	**Yes	Yes	No	No	**Yes	Yes	Yes	*Yes	**Yes	Yes	Yes	No	**Yes	Yes
Preschool	No	*Yes	**Yes	Yes	No	No	**Yes	Yes	Yes	*Yes	**Yes	Yes	Yes	No	**Yes	Yes
Kindergarten	No	*Yes	**Yes	Yes	No	No	**Yes	Yes	Yes	*Yes	**Yes	Yes	Yes	No	**Yes	Yes
Primary/Junior School Age	No	*Yes	**Yes	Yes	No	No	**Yes	Yes	Yes	*Yes	**Yes	Yes	Yes	No	**Yes	Yes
Junior School Age	No	*Yes	**Yes	Yes	No	No	**Yes	Yes	Yes	*Yes	**Yes	Yes	Yes	No	**Yes	Yes

*Zoning Approval is provided with issued Building Permit – separate confirmation of compliance (i.e. PPR) is not required

**Building Approval (Ontario Building Code Compliance) is confirmed via Building Permit Closure (i.e. Inspection Status Report) – separate confirmation of compliance is not required

Required Revisions and Updates in CCLS

Requests to upload required information to CCLS are made by the Program Advisor through CCLS.

Please check CCLS regularly to ensure that required information is uploaded as requested. Delays in responding to requests for revisions or upload of additional documents will delay the licensing process.

Tip: Please note that some submissions are a 2 step process where the system will prompt you to 'Submit' then subsequently to 'Confirm' the submission.

Should you have questions about CCLS, please contact The Childcare IT Helpdesk:

Monday –Friday 8:30am – 5pm

By phone @ 416-314-6230 or toll Free at 1-855-457-5478 By email @ childcare.helpdesk@ontario.ca

The CCLS Reference Guide for Applicants is available at the [Ontario Early Years Child Care Licensing Resources webpage](#).

Contact Information

Toronto Public Health: PublicHealth@toronto.ca

Toronto Building: ChildCareApprovals@toronto.ca

Toronto Fire: (416) 338-9928

Ministry of Education Child Care Quality Assurance & Licensing Branch (CCQALB):

childcare_ontario@ontario.ca, 1-877-510-5333