

## Municipal Approval Process for Child Care Centres 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, school boards (where applicable) 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 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. Applicant/licensee must request an inspection from Toronto Fire.

**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](mailto: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 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	*YES – Provided with Zoning Approval (PPR)	YES
Toddler	YES	YES	*YES – Provided with Zoning Approval (PPR)	YES
Preschool	YES	YES	*YES – Provided with Zoning Approval (PPR)	YES
Kindergarten	YES	N/A	N/A	N/A
Primary/Junior School Age	YES	N/A	N/A	N/A
Junior School Age	YES	N/A	N/A	N/A

\*Review for Building Approval (Ontario Building Code Compliance) is provided with Zoning Approval (PPR) – separate confirmation of compliance is not required

**Table B: New Licence Required Approvals – Planned Construction in Publicly Funded Schools**

<b>Age Group</b>	<b>Health Approval (Stamped Plans)</b>	<b>Zoning Approval (Preliminary Project Review – PPR)</b>	<b>Building Approval (Ontario Building Code Compliance)</b>	<b>Fire Approval</b>
<b>Infant</b>	YES	*YES - Provided with issued Building Permit	**YES – Building Permit Closure (i.e. Inspection status report)	YES
<b>Toddler</b>	YES	*YES - Provided with issued Building Permit	**YES – Building Permit Closure (i.e. Inspection status report)	YES
<b>Preschool</b>	YES	*YES - Provided with issued Building Permit	**YES – Building Permit Closure (i.e. Inspection status report)	YES
<b>Kindergarten</b>	YES	N/A	N/A	N/A
<b>Primary/Junior School Age</b>	YES	N/A	N/A	N/A
<b>Junior School Age</b>	YES	N/A	N/A	N/A

\*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

## Municipal Approval Process - Child Care Centres in Publicly Funded Schools – 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, school boards (where applicable) and the Child Care 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 located in a publicly funded school.

### The Process:

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

**For example:** If a revision includes a change from 15 Toddler to 16 Preschool children, the licensee may wish to request that an Alternate capacity of 15 Toddler children 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.

**Note:** Floor plans are not required where the revision is for kindergarten and school age children only.

- 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.

**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](mailto: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.

**Note:** A site inspection is not required where the revision is for kindergarten and school age children only.

- 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 in Publicly Funded Schools**

**Legend**

H Health Approval (stamped plans) not required for kindergarten and school age groups

PPR Zoning Approval Preliminary Project Review (PPR) not required for kindergarten and school age groups

OBC Building Approval (Ontario Building Code Compliance) NOT required for kindergarten and school age groups

F Fire Approval NOT required for kindergarten and school age groups

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
<b>Infant</b>	No	Yes	*Yes	Yes	No	No	No	No	Yes	Yes	*Yes	Yes	Yes	No	No	Yes
<b>Toddler</b>	No	Yes	*Yes	Yes	No	No	No	No	Yes	Yes	*Yes	Yes	Yes	No	No	Yes
<b>Preschool</b>	No	Yes	*Yes	Yes	No	No	No	No	Yes	Yes	*Yes	Yes	Yes	No	No	Yes
<b>Kindergarten</b>	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Consult Only	N/A	N/A	N/A	Consult Only	N/A	N/A	N/A
<b>Primary/Junior School Age</b>	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Consult Only	N/A	N/A	N/A	Consult Only	N/A	N/A	N/A
<b>Junior School Age</b>	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Consult Only	N/A	N/A	N/A	Consult Only	N/A	N/A	N/A

\*Review for Building Approval (Ontario Building Code Compliance) is provided with Zoning Approval (PPR) – separate confirmation of compliance is not required

**Table D: Revised Licence Required Approvals - Planned Construction in Publicly Funded Schools**

**Legend**

H Health Approval (stamped plans) not required for kindergarten and school age groups

PPR Zoning Approval Preliminary Project Review (PPR) not required for kindergarten and school age groups

OBC Building Approval (Ontario Building Code Compliance) not required for kindergarten and school age groups

F Fire Approval not required for kindergarten and school age groups

**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
<b>Infant</b>	No	*Yes	**Yes	Yes	No	No	**Yes	Yes	Yes	*Yes	**Yes	Yes	Yes	No	**Yes	Yes
<b>Toddler</b>	No	*Yes	**Yes	Yes	No	No	**Yes	Yes	Yes	*Yes	**Yes	Yes	Yes	No	**Yes	Yes
<b>Preschool</b>	No	*Yes	**Yes	Yes	No	No	**Yes	Yes	Yes	*Yes	**Yes	Yes	Yes	No	**Yes	Yes
<b>Kindergarten</b>	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Consult Only	N/A	N/A	N/A	Consult Only	N/A	N/A	N/A
<b>Primary/ Junior School Age</b>	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Consult Only	N/A	N/A	N/A	Consult Only	N/A	N/A	N/A
<b>Junior School Age</b>	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Consult Only	N/A	N/A	N/A	Consult Only	N/A	N/A	N/A

\*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](mailto: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](mailto:PublicHealth@toronto.ca)

Toronto Building: [ChildCareApprovals@toronto.ca](mailto:ChildCareApprovals@toronto.ca)

Toronto Fire: (416) 338-9928

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

[childcare\\_ontario@ontario.ca](mailto:childcare_ontario@ontario.ca), 1-877-510-5333