

## STEPS TO OBTAINING A CHILD CARE LICENSE IN DENVER

**Important Note:** To provide child care in Denver, you must obtain two licenses: State License and City Business License. See below for requirements.

√	<u>“STATE” License Requirements</u>	√	<u>“CITY” Business License Requirements</u>
<input type="checkbox"/>	<p><b>1. Submit application to Division of Early Care &amp; Learning</b>            Website: <a href="http://www.coloradoofficeofearlychildhood.com">www.coloradoofficeofearlychildhood.com</a></p> <ul style="list-style-type: none"> <li>• Download the <a href="#">Child Care Center application</a></li> <li>• Download the <a href="#">Day Care Home application</a></li> </ul> <p><a href="#">Forms &amp; Regulations</a> may be picked up at “4900 Oakland St.”            Application may be picked up at “1575 Sherman St” (303) 866-5958</p>	<input type="checkbox"/>	<p><b>1. Contact “Zoning”</b>            201 W. Colfax Ave., 2<sup>nd</sup> floor 720-865-3000            Website:  <a href="http://www.denvergov.org/developmentservices">http://www.denvergov.org/developmentservices</a></p> <p><b>Day Care Centers:</b></p> <ul style="list-style-type: none"> <li>• Download the <a href="#">Zone Use Permit</a> for Child Care Centers</li> </ul> <p><b>Day Care Homes:</b></p> <ul style="list-style-type: none"> <li>• Download the <a href="#">Home Occupation application</a> under “Small Business Services” tab for Day Care Homes</li> </ul>
<input type="checkbox"/>		<input type="checkbox"/>	<p><b>2. Contact “Excise &amp; Licensing”</b>            201 W. Colfax Ave., 2<sup>nd</sup> floor (720) 865-2743            Website:  <a href="https://www.denvergov.org/businesslicensing">https://www.denvergov.org/businesslicensing</a></p> <p><b>Documents Required:</b></p> <p><b>Day Care Centers</b></p> <ul style="list-style-type: none"> <li>• Download the <a href="#">General Questionnaire</a></li> <li>• <a href="#">Lease or Deed</a> (right of possession document).</li> <li>• Download the <a href="#">Affidavit of Lawful Presence</a> (accompanied by Secure and Verifiable Identification if business is an individual or sole proprietor).</li> </ul>
<input type="checkbox"/>	<p><b>3. After obtaining “Inspection Card” for City Business License:</b></p> <p style="padding-left: 40px;"><b>Day Care Centers:</b></p> <ul style="list-style-type: none"> <li>• Contact phone #'s on Inspection Card and obtain approvals.</li> <li>• Contact Community Planning &amp; Development/Building Dept. (720) 865-2832 for Plan Review.</li> </ul> <p style="padding-left: 40px;"><b>Day Care Homes:</b></p> <ul style="list-style-type: none"> <li>• Inspection Card is sent to provider</li> <li>• Contact Fire Department for inspection/approval (720) 913-3429.</li> </ul>		
<input type="checkbox"/>	<p><b>4. The final child care and health inspection</b> will be completed by the same person. The inspector will contact the applicant/provider to schedule the final inspection.</p>		

\*For more resources to obtain a child care license go to [www.denvergov.org/hfhh](http://www.denvergov.org/hfhh)\*