



DENVER
THE MILE HIGH CITY

Department of Environmental Health
Public Health Inspection

200 W. 14th Ave., Suite 200
Denver, CO 80204
Phone: 720.913.1311
Fax: 720.865.5532
www.denvergov.org/phi

How to Obtain a Child Care License in Denver (Homes, Centers, School-Age Programs)

All Child Care Licensing and Health Inspections are completed by Denver Environmental Health (Public Health Inspectors). General information can be found on our website at www.denvergov.org/hfhf.

In order to provide child care in Denver, you must obtain two licenses; City Business License and State Child Care License. You can work on both the City and State process at the same time. See below for more information.

City Business License Process:

- Apply for a **Business License** at the **Department of Excise and Licensing**: 201 W. Colfax Ave., 2nd floor or call 720-865-2743
Download “General Questionnaire”
- You will receive an “Inspection Card” for signs offs/approvals from all required City departments
- **Zoning Department**: 201 W Colfax Ave 2nd floor or 720-865-3000
Download the “Zone Use Permit” for centers or “Home Occupation Application” for Day Care Homes.
- A **Fire Inspection** approval is required for **ALL child care facilities** (including homes). The Denver Fire Dept can be reached at 720-913-3474. Obtain written approval or a sign off on the Inspection Card if indicated on the card.

Child Care Centers/Preschool/School-Age Child Care Facilities must also get:

- **Planning Review Approval** from the Community Planning & Development Department. The contact person is Kerwin Nance at Kerwin.Nance@denvergov.org or 720-865-2832.

State Child Care License Process:

- Submit State Application: can be obtained online at www.coloradoofficeofearlychildhood.com or you may pick up an application packet at 4999 Oakland St Denver 80239.
- Complete all training requirements.
- The CBI/FBI & Trails Background checks must be submitted and cleared.
- The facility must be completely set up (including all equipment/materials) prior to inspection.

A licensing inspector will contact the child care applicant once the application has been processed. If all above mentioned requirements have been completed, an inspection may be scheduled. (The Environmental Health Inspection and Child Care Licensing Inspection will be completed by the same inspector at the time of the original inspection.)

If you have additional questions, please contact our office at 720-865-5411 or www.denvergov.org/hfhf.

