



MECKLENBURG COUNTY
Land Use & Environmental Services Agency
Code Enforcement

PLAN REVIEW FOR CHILD CARE IN A RESIDENCE

(MAXIMUM 12 FULL TIME CHILDREN, PRIMARY CARE GIVER MUST LIVE IN RESIDENCE)

PURPOSE: To ensure child cares in a residence meet

1. N.C. State Building Code.
2. N.C. State Fire Code and local Ordinances
3. N.C. Dept. of Environment and Natural Resources, Division of Environmental Health Regulations enforced by Mecklenburg County Health Dept.
4. N.C. Dept. of Health and Human Services, Division of Health Service Regulation (DHSR formerly DFS) and the Division of Child Development Regulations.

PHONE NUMBERS FOR THESE AGENCIES ARE ON THE BACK PAGE

Please follow these simple guidelines outlined below to get you started. Full Plan Review Requirements will follow.

1. **Zoning:** It is critical to know what ones zoning category is before opening any type of business. To determine zoning requirements and status in Mecklenburg County call 704-336-3569. For the Surrounding town, Cornelius, Davidson, Huntersville, Matthews, Mint Hill, and Pineville please call their office directly.
2. Contact the Department of Health and Human Services, Division of Aging and Adult Services. Glenda C. Artis, MSW at 919-733-0440 ext 241 GlendaArtis@ncmail.net . For Child Care facilities contact Wendy Krupowicz, NC Division of Child Development @ 704-735-6044 wendy.krupowicz@ncmail.net . Applicants will need a confirmation letter from them to pre-qualify for the respective facility and license. A copy of this letter must accompany the building permit application at submittal.
3. Applicants should contact Residential Plan Review services at 704-432-7822 to schedule a preliminary appointment to discuss the North Carolina Code requirements and other guide lines set forth by the Department of Health and Human Services or other licensing entity. At the time of meeting, documentation will be required to validate you have approval from the County Zoning Department and have been pre-qualified from the Department of Health and Human Services (Adult) to help facilitate your code compliance process.

ADDITIONAL INFORMATION:

Please research the North Carolina General Statutes concerning Adult and Child Day Cares, NC GS 131D-6(b) and NC GS 110 respectively.



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PLAN SUBMITTAL REQUIREMENTS (Know beforehand the service/license applied for.):

2 Complete sets of plans consisting of 2 pages drawn to scale, minimum size **11"x17"**

PAGE 1 of set will be a **SITE plan** showing:

1. Property lines of lot.
2. Home location on lot.
3. Porches, decks, ramps.
4. Exit doors
5. Driveways, sidewalks.
6. Complete property address, owner name and contact information.

PAGE 2 of set will be a **FLOOR plan** showing:

1. Room location and name (*bedroom, bath, kitchen, etc.*)
2. Identify rooms where children will be kept. (*children can only be kept on same floor level as exit*)
3. Two 36 inch side hinged exit door locations with minimum 48" wide accessibility compliant ramps. (**Exception:** *One 36 inch wide side hinged door providing direct egress to outdoors with above ramp is allowed providing daycare area is confined to the one area of exit. Day Care occupancy limited to ten.*) **(NCBC 422 ADULT AND CHILD DAY CARE, SECTION 1001.1 ADMINISTRATION-General and 1015 EXIT AND EXIT ACCESS DOORWAYS.)**
4. Door Hardware: *Lever handles are required and double cylinder deadbolt latches are prohibited.* **(NCBC 1008.1.8.1 Hardware & R311.2 Type of lock or latch).**
5. Detailed layout of Kitchen showing location of cabinets, 2 compartment kitchen sink and proposed location of separate hand washing sink. (*must be approved by Health Department before installation*) Appliance location. (*label appliances: Ref., Range, Dishwasher, etc.*)
6. Detailed layout of Bathroom showing location of sinks, toilet, tubs, showers, cabinets, etc.
7. Show location of Fire Extinguisher and 1 manual pull Fire Alarm. (*call Fire Department for Specific Requirements*)
8. Wall and ceiling coverings are to be of non-combustible materials (*plaster or gypsum wallboard*) **(NCBC 422 Adult and Child Day Care).**
9. Residence smoke alarms will be required to be updated, interconnected and hardwired if the home has an accessible attic/crawlspace that would allow this without removal of interior finishes. **(NCRC [EB] R313.1.1)**
10. Fire Extinguishers: *At least one 2-A:10-B:C shall be provided per floor with a maximum of 40 feet travel distance to the extinguisher.*
11. **Adult Day Care:** Check with the State Adult Day Care consultants as State requirements exceed the minimum Code requirements set forth in the NC Building & North Carolina Residential codes.



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THE PROCESS:

1. Verify City/County Zoning requirements can be met and acquire Zoning Letter of Intent.
2. Provide letter from the Division of Health Service Regulation (DHSR formerly DFS) or State Child Care consultant stating the type of license that is being applied for. Letter is required to have the following information: Address, Type of Licensing applying for, Any limitation / Areas specific to the use if any?, General Status #, Guide lines that will be required by the given licensing entity.
3. Bring 2 sets of plans, minimum size 11" X 17" with \$300 (non-refundable) Plan Review fee and Health Dept. application to Residential Technical Services.
4. Upon review completion applicant will be notified of any Building and/or other Trades permits required. Upon obtaining all required permits they will receive 1 set of approved stamped plans with notes by reviewer to be kept at the day care location for Building Inspector, Health Department Official and Childcare Consultant use.
5. Permitting might require a \$2,000. Cash bond or Surety bond with Mecklenburg County before permit issuance if the Primary Building permit is issued under the Day Care name.

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Child Care Regulatory Agencies

<p>Mecklenburg County Residential Services Plan Review Department 700 North Tryon Street Charlotte, N.C. 28202 Phone: (704) 336-4888 Fax: (704) 432-6723</p>	<p>Mecklenburg County Zoning Depart 700 North Tryon Street Charlotte, N.C. 28202 Phone: (704) 336-3569 Fax: (704) 353-0196</p>
<p>Mecklenburg County Health Department 700 North Tryon Street Charlotte, N.C. 28202 Phone: (704) 336-5100 Fax: (704) 336-5306</p>	<p>Mecklenburg County Fire Marshal (outside city of Charlotte) Phone: (704)-336-2154 Fax: (704) 336-3846</p>
<p>N.C. Department of Health and Human Services Division of Child Development Phone: (800) 859-0829 Fax: (919) 661-4845</p>	<p>City of Charlotte Fire Prevention (inside city of Charlotte) Phone: (704) 336-2101 Fax: (704) 336-5190</p>

For projects that involve an addition to a structure or renovations call Plan Review for additional requirements at **(704) 432-7822.**

10/26/2009