

Questions?

**If you have any
questions or comments
regarding the process
described in this
brochure,
please call**

**Commercial Technical Assistance
Center (CTAC) at 704.336.3839 x 4
for commercial projects
or**

**Residential Technical Assistance
Center (RTAC) at 704-432-7822 for
residential projects**



Key Contacts

General Information 311

**Environmental Health Division
704-336-5101**

Zoning

**City of Charlotte 704-336-7600
Mecklenburg County 704-432-4214
Town of Cornelius 704-892-6031
Town of Davidson 704-892-7591
Town of Huntersville 704-875-6541**

Fire Department

**City of Charlotte 704-336-2101
Mecklenburg County 704-336-2154**

**Department of Health and Human Ser-
vices Division of Child Development
800-859-0829**

**Mecklenburg County Code Enforcement
700 N. Tryon Street,
Charlotte, NC 28202
www.meckpermit.com**

Want to Open A Child Care Center ?

**(For Residential and Commercial
Existing Buildings only)**



Steps to Open a Child Care Center in an Existing Building

Mecklenburg County Code Enforcement is committed to keeping you—our customers— informed regarding the steps you need to take in order to get your child care project started. By following the steps outlined below, you will be able to :

- Identify Critical Requirements to make day-care projects work early in the process
- Be able to determine whether or not your project is feasible early in the process
- Determine quickly if you need professional assistance

First Things First

Below are three departments you should contact - in this order - if you plan to open a child care center.

1. Department of Health and Human Services
Division of Child Development (Primary state agency over all childcare facilities)
(800) 859.0829 Fax (919) 662.4569
2. Environmental Health Division,
(704) 336.5101
3. Zoning: It is critical to know what your zoning category is before you open any business. To determine your zoning status in the City of Charlotte, call (704) 336.7600. For Mecklenburg County, call (704) 432.4214

If you live in any of the surrounding towns—Cornelius, Davidson, Huntersville, please call the zoning office for that town:

- Cornelius—(704) 892.6031
- Davidson- (704) 892.7591
- Huntersville- (704) 875.6541

The Process

Preliminary Plan Review: This review determines what is required to bring the facility up to the required codes. There will be a \$300 charge for the preliminary plan review which is independent of any construction permit or fees. Your Architect or Engineer will set up this review. After the review is complete, you will determine if you want to proceed with the permitting process. If you do proceed and pull a permit, if the cost of the permit exceeds \$450.00, the \$300.00 preliminary review fee will be given back as a credit.



Building Evaluation: The existing building evaluation for child care use will be completed by your Architect or Engineer. Code Enforcement inspections will no longer do these evaluations. If any corrections are needed, they will be completed by a licensed contractor. If required, plans may show existing and proposed changes to the proposed child care facility.

Permits: A building permit is required and a North Carolina licensed contractor will complete any construction required for these permits, which could include Building, Electrical, Mechanical and Plumbing.

Inspections: Your contractor will be responsible for scheduling inspections during the appropriate phases of construction. Re-inspections may be needed, and your contractor will schedule those as well. Mecklenburg County Health requires existing child care operations that wish to operate with children during construction to arrange a pre-construction meeting with the department. Contact Mr. Stephen Graham (Supervisor) at (704) 336.5101 to arrange such meeting.

Final Inspections : When construction is complete, your contractor will schedule the final inspections. Contact Mecklenburg County Health Department at (704) 336.5101 at least two (2) weeks prior to completion of construction. Once the final inspection is passed, a Certificate of Occupancy (C.O.) is forwarded to you.

Final C. O.: The issuance of a final Certificate of Occupancy and State Certification forms will be completed by Mecklenburg County Code Enforcement after issuance of a C.O.