

Steps to Open a Daycare Center

The Mecklenburg County Code Enforcement Department is committed to keeping you – our customers- informed about what steps you need to take to get your daycare project off the ground. By following the steps outlined below, you will be able to:

- **Identify critical requirements to make daycare projects work early in the process**
- **Get an earlier fix on whether or not your project is feasible**
- **Determine more 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 daycare center.

- 1. Department of Health and Human Services Division of Child Development** (primary state agency over all childcare facilities)
2201 Mail Service Center
Raleigh, NC 27699-2201
(919) 662-4527, (800) 859-0829
Fax (919) 662-4569
- 2. Mecklenburg County Environmental Health Department**
700 North Tryon Street
Charlotte, NC 28202
(704) 336-5100
- 3. Zoning:** It is critical to know what your zoning category is before you open any business. To find out your zoning status in the City of Charlotte, call (704) 336-3569. 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...

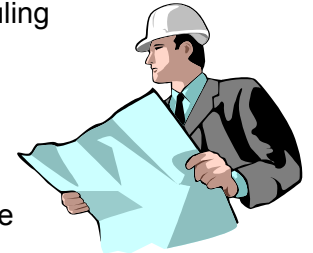
- **Preliminary Plan Review:** This review determines what is required to bring the facility up to the required codes. There will be a \$300 charge for the preliminary plan review which is independent of any construction permit or fees. Your architect or engineer will set up this review. After the review is complete, you will determine if you want to proceed with the permitting process.



- **Building Evaluations:** The existing building evaluation for daycare 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 daycare facility.

- **Permits:** If building permits are required, 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 phase of construction. Reinspections may be needed, and your contractor will schedule those as well.



- **Final Inspections:** When construction is complete, your contractor will schedule the final inspections. 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 the Mecklenburg County Code Enforcement Department after issuance of a C.O.

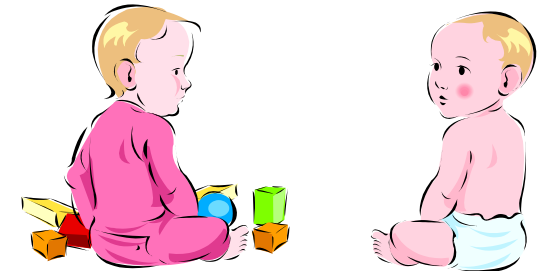
Questions?

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

John Hyman
(704) 336-3815

Want to Open a Daycare Center?

(For residential and commercial existing buildings only)



Mecklenburg County
Code Enforcement
700 N. Tryon Street
Charlotte, NC 28202
(704) 336-3837
www.meckpermit.com

