



## Inspections Department Childcare Permit Application

**Check one:** Commercial \_\_\_ Registered Family Home \_\_\_ Parent's Day Program \_\_\_

Date: \_\_\_\_\_ Director Name (if Commercial): \_\_\_\_\_

Facility Name (or Provider): \_\_\_\_\_

Facility Address: \_\_\_\_\_

Facility Phone: \_\_\_\_\_ Owner Name \_\_\_\_\_

Facility Fax: \_\_\_\_\_ Owner Address \_\_\_\_\_

Facility E-mail: \_\_\_\_\_

- Required Information:
1. Copy of the facility's current license from the State (may be provided at a later date if pending)
  2. Copy of the director's certification from the State (only for Commercial Centers)

\* **Fire Department** and **Environmental Health** inspection approvals are required prior to opening.

Fee Schedule:

Registered Family Homes and Parent's Day Programs - **\$50.00**  
Commercial Fee - **\$50.00 plus \$1.00 per each child licensed by the State**

Permits are valid for one (1) year and shall be renewed on the anniversary date. Permits that are renewed past 30 days after the expiration date shall pay a **double permit fee**.

I have submitted the above information for application of a childcare permit from the City of Irving, Inspections Department. I verify that all of the information submitted is accurate.

Print Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**In the event of a name change or ownership change, please notify the Inspections Department, 825 W. Irving Blvd., Irving, TX. 75060 (972) 721-2371.**

Please complete and return this application, documents, and applicable fee to:

City of Irving  
Inspections Department  
P.O.Box 152288  
Irving, TX 75015-2288

or pay in person: Inspections Department  
825 W. Irving Blvd., 2nd Floor  
Irving, TX 75060