



Public Health and Environmental Services 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, Public Health and Environmental Services 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 Public Health and Environmental Services Department, 825 W. Irving Blvd., Irving, TX. 75060 (972) 721-2346.

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

City of Irving
Public Health & Environmental
Services Department
P.O.Box 152288
Irving, TX 75015-2288

or pay in person:

Public Health & Environmental
Services Department
825 W. Irving Blvd., 3rd Floor
Irving, TX 75060