



IRVING

## Procedures for Obtaining Childcare Facility Permit

### **Reference Materials:**

- Chapter 13 of the City of Irving Civil and Criminal Ordinances ([www.ci.irving.tx.us](http://www.ci.irving.tx.us))
- State of Texas Minimum Standards for Childcare Centers and Homes ([www.tdprs.state.tx.us](http://www.tdprs.state.tx.us))

Texas Department of Protective and Regulatory Services  
Childcare Licensing Division  
2355 N. Stemmons Frwy.  
Dallas, TX 75207  
Phone (214) 951-7902 Ext. 2253

### **Definitions:**

- **Commercial Childcare Center** - a facility not in a residential structure that provides care, training, education, or supervision for seven (7) or more children under fourteen (14) years of age for less than twenty-four (24) hours a day, whether or not the facility is operated for profit, and whether or not it charges for the services it offers.
- **Registered Family Home** - a childcare facility operated in a residential home that provides care for no more than eight (8) children, including the caregiver's own children under the age of fourteen (14) years of age. This includes both State of Texas Registered and Listed homes.
- **Parent's Day Out Program** - a childcare program that is operated no more than two (2) days in any seven (7) day period, and no more than twelve (12) hours in any seven (7) day period. (*exempt from state license*)
- **Youth Programs Operated by the City of Irving** - after school program sponsored and staffed by the City of Irving Parks Department which operates only during the school year and only after school on school days for children age five (5) to thirteen (13) years of age. (*exempt from state license*)

### **Procedure for Obtaining Permit:**

1. A State license, registration, or listing, either completed or pending, is required in order to make application for a City of Irving Childcare permit. (see address above)
2. Once the Texas Department of Protective and Regulatory Services has been contacted and process begun, the applicant may complete application, pay required fees and submit other documents required on application form to the Public Health and Environmental Services Department.
3. The Public Health and Environmental Services Department will schedule an inspection from the Environmental Health division and the Fire Marshall for the facility.
4. Once approval from the Fire Marshall and Environmental Health Officer is obtained and all required information has been submitted, then approval to operate will be given.

### **Additional Requirements for Commercial Childcare Centers and Parent's Day Out Programs.**

5. A current Certificate of Occupancy issued by the Inspections Department for childcare purposes (E-3 or higher rating, or as determined by the Director of Inspections)