

CITY OF IRVING
INSPECTIONS DEPARTMENT
Health

PROCEDURES FOR OBTAINING CHILD-CARE FACILITY PERMIT

Reference Materials:

- Chapter 13 of the City of Irving Civil and Criminal Ordinances (www.cityofirving.org)
- State of Texas Minimum Standards for Child-care Centers and Homes (www.hhs.texas.gov)/(<https://hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing>)

Texas Department of Health and Human Services
Childcare Licensing Division
8700 N. Stemmons Fwy. Suite 104
Dallas, TX 75247
Phone (214) 583-4253/1-800-582-6036

Definitions:

- **Child-Care Center** - a facility that is licensed to care for seven (7) or more children for less than twenty-four (24) hours per day at a location other than the permit holder's home.
- **Child-Care Home** – a facility that is licensed to care for twelve (12) or fewer children in the caregiver's own home for less than twenty-four (24) hours per day. This term includes all state approved licensed, registered, and listed homes.
- **Parent's Day Out Program** - a child-care 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 and Recreation 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 Child-Care permit. Proof of application status must be provided with application to Inspections Department. No application for a city permit may be submitted without proof of state license in process.
2. The Inspections Department will schedule an inspection from the Health division and the Fire Marshal for the facility.
3. Once approval from the Fire Marshal and Health Inspector is obtained and all required information has been submitted, then approval to operate will be given.

Additional Requirements for Commercial Child-Care Centers and Parent's Day Out Programs Only:

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)

By policy, child-cares are inspected one time within each calendar year (January–December)