

Janet T. Mills
Governor

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Commissioner



Maine Department of Health and Human Services
Office of Child and Family Services
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MEMORANDUM

TO: Applicants for Child Care Licensing

FROM: Children's Licensing and Investigation Services

RE: Local Code Compliance

CC: Maine Municipalities

Many municipalities have instituted new ordinances or are enforcing existing ordinances regarding the operation of child care facilities, nursery schools, or family child care homes. The ordinances are usually in the area of zoning and could have an effect upon the operation of these types of facilities in the community where you reside.

Children's Licensing and Investigation Services requires that you provide documentation, where code compliance is required by local authorities, that the building and grounds you plan to occupy for your child care program are in compliance with zoning laws, building, and plumbing, sanitation, electrical and other ordinances of the municipality in which the site is located.

It is required that providers check with their local municipal office to determine the need for a license, permit, or special exception to operate the type of facility that they may be interested in operating or may already be operating, especially when considering expansion in the number of children served. This will help prevent conflicts between local and state regulations, and will prevent later hardship to you in the event that you are found to be out of compliance with local ordinances.

You may use the attached document to demonstrate your compliance with child care rules by asking your local municipal representative to complete this form, should they not have their own document prepared.

Thank you for your expected cooperation.

COMPLIANCE WITH LOCAL ZONING AND BUILDING ORDINANCES

CHILD CARE PROVIDER:

Name: _____

Address: _____

Business Name/DBA: _____

Number and ages of children served: _____

LOCAL CODE COMPLIANCE CONTACT INFORMATION:

Township or City: _____

Zoning or Compliance Officer (or other elected official): _____

Date: _____

The above-named business owner has contacted the appropriate individual with responsibility for assuring compliance with local codes and ordinances.

This child care program is operating in compliance with all established with zoning laws, building, and plumbing, sanitation, electrical and other ordinances of the municipality in which the site is located.

Or

There are no local codes or ordinances for child care facilities in the town/city.

Signature of Zoning or Compliance Officer

Date

Printed Name