



Hillsborough County Florida

DEPARTMENT OF CHILDREN'S SERVICES
CHILD CARE LICENSING DIVISION
3152 CLAY MANGUM LANE
TAMPA, FL 33618
TELEPHONE: (813) 264-3925
FAX: (813) 264-2118

LICENSING PROCEDURES FOR NEW CHILD CARE FACILITIES

Your proposed facility must be inspected and receive compliance certificate (CCL #2 or Certificate of Occupancy) from various agencies within your jurisdiction. Please note that compliance from these agencies/departments is your responsibility and the Office of Child Care Licensing has no control over their requirements or decisions. Compliance forms required are as follows:

- | | |
|------------------|------------------------------|
| A. Zoning | G. Septic Tank Approval* |
| B. Building | H. Water Well Approval* |
| C. Electrical | I. Swimming Pool* |
| D. Plumbing/Gas | J. Health Dept./Food Service |
| E. Mechanical | K. Public Utility Water & |
| F. Fire Marshall | Sewer Verification* |

* If Applicable

INSPECTION AGENCIES FOR REQUIRED INSPECTIONS

For the following: A, B, C, D & E

Hillsborough County Zoning &
Development Coordination
601 E. Kennedy Blvd., 19th Flr
Tampa, FL 33602
Phone: 272-5600

City of Temple Terrace Building
& Zoning Department
11250 N. 56th Street
Temple Terrace, FL 33617
Bldg Phone: 506-6420
Zoning Phone: 506-6420

City of Plant City Zoning Dept.
302 W. Reynolds Street
Plant City, FL 33566
Phone: 659-4200

City of Tampa Construction Service
1400 North Boulevard
Tampa, FL 33607
Phone: 274-3100
(Inspection services information line for Department
B.C.D & E)

Hillsborough County Health Dept.
Environmental Services
1105 East Kennedy Blvd.
Tampa FL 33602
main #307-8015

City of Tampa Land & Development
Zoning Department
306 E. Jackson Street, 3rd Floor
Tampa FL 33602
Phone: 274-8405 (A)

Continued on reverse side

Hillsborough County Fire Dept.
3210 South 78th Street
Tampa, FL 33619
Phone: 744-5541

City of Tampa Fire Marshall
808 E. Zack Street
Tampa, FL 33602
Phone: 274-7000

Hillsborough County Public
Utility Dept.
925 E. Twiggs Street
Tampa, FL 33602
Phone: 272-6680

Plant City Fire Department
604 E. Alexander Street
Plant City, FL 33566
Phone: 757-9131

Temple Terrace Fire Department
124 Bullard Parkway
Temple Terrace, FL 33617
Phone: 506-6420

NOTE It is recommended that zoning approval (A) be obtained prior to scheduling or requesting other inspections.

If/when the facility receives all necessary approvals, you are to contact the Child Care Licensing Office for an initial licensing inspection with the Senior Child Care Licensing Inspector.

Upon approval, your Child Care License will be mailed to you. (Operating a child care facility prior to approval is a direct violation of Florida State Statutes and the Hillsborough County Ordinance.)

Once you obtain your Child Care Licensing, the law requires that you also obtain an occupational license from the Occupational License Department in your respective jurisdictions. (You may need a city and a county occupational license.)

NOTE Ongoing inspections will be conducted by:

1. Fire Marshall
2. Child Care Licensing Office - In accordance with Hillsborough County Ordinance or as often as deemed necessary.
3. Health Department

Section 865.09, Florida Statutes, requires all business operating as a fictitious entity to register with the Clerk of Circuit Court, intentions to operate "under a fictitious name."

SINCE PUBLIC NOTICE IS REQUIRED, YOU ARE ADVISED TO CONTACT THE CLERK'S OFFICE AS EARLY AS POSSIBLE.

Contact: Clerk of Circuit Court Records Department
Hillsborough County Courthouse
419 Pierce Street, Room 114
Tampa, FL 33602
Phone: 276-8100 Ext. 7804

Once licensed, you will be assigned an inspector who will perform all inspections and will assist you with licensing procedures and necessary technical assistance. Your inspector will be your contact with the Child Care Licensing Office. Contact him/her as often as you find necessary.