

Questions?

If you have any questions or comments regarding the process described in this brochure, please call the Code Information & Resource Center (CIRC) at 980-314-2633

Key Contacts

General Information 311

Environmental Health Division 980-314-1620

Zoning:

City of Charlotte 704-336-7600

Mecklenburg County 980-721-0924

Town of Cornelius 704-892-6031

Town of Davidson 704-892-7591

Town of Huntersville 704-875-6541

Town of Mint Hill 704-545-9726

Fire Department:

City of Charlotte 704-336-2101

Mecklenburg County 980-314-CODE

Department of Health and Human Services
Division of Child Development 800-859-0829

Mecklenburg County Code Enforcement

2145 Suttle Ave. Charlotte, NC 28208

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Want to Open A Child Care

For Residential and Commercial
Facilities in Existing Buildings Only



Steps to Open a Child Care Center in an Existing Building

Mecklenburg County Code Enforcement is committed to keeping you— our customers— informed regarding the steps you need to take in order to get your childcare project started. By following the steps outlined below, you will be able to :

- **Identify Critical Requirements to make day-care projects work early in the process**
- **Be able to determine whether or not your project is feasible early in the process**
- **Determine quickly if you need professional assistance**

First Things First

Below are three departments you should contact - in this order - if you plan to open a child care center.

1. **Department of Health and Human Services
Division of Child Development (Primary state agency over all childcare facilities) (800) 859.0829 Fax (919) 662.4569**
2. **Environmental Health Division, (980) 314-1620**
3. **Zoning: It is critical to know what your zoning category is before you open any business. To determine your zoning status in the City of Charlotte, call (704) 336.7600. For Mecklenburg County, call (980) 721-0924.**

Steps to Open a Child Care Center in an Existing Building

If you live in any of the surrounding towns— Cornelius, Davidson, Huntersville, Mint Hill- please call the zoning office for that town:

- **Cornelius—(704) 892.6031**
- **Davidson- (704) 892.7591**
- **Huntersville- (704) 875.6541**
- **Mint Hill—(704) 545-9726**

The Process

Preliminary Plan Review: This review determines what is required to bring the facility up to the required codes. There will be a \$300 charge for the preliminary plan review which is independent of any construction permit or fees. Your Architect or Engineer will set up this review. After the review is complete, you will determine if you want to proceed with the permitting process. If you do proceed and pull a permit, if the cost of the permit exceeds \$450.00, the \$300.00 preliminary review fee will be given back as a credit.



Steps to Open a Child Care Center in an Existing Building

Building Evaluation: The existing building evaluation for child care use will be completed by your Architect or Engineer. Code Enforcement inspections will no longer do these evaluations. If any corrections are needed, they will be completed by a licensed contractor. If required, plans may show existing and proposed changes to the proposed child care facility.

Permits: A building permit is required and a North Carolina licensed contractor will complete any construction required for these permits, which could include Building, Electrical, Mechanical and Plumbing.

Inspections: Your contractor will be responsible for scheduling inspections during the appropriate phases of construction. Re-inspections may be needed, and your contractor will schedule those as well. Mecklenburg County Health requires existing child care operations that wish to operate with children during construction to arrange a pre- construction meeting with the department. Contact Mr. Stephen Graham (Supervisor) at (980) 314-1634 to arrange such meeting.

Final Inspections : When construction is complete, your contractor will schedule the final inspections. Contact Mecklenburg County Health Department at (980) 314-1620 at least two (2) weeks prior to completion of construction. Once the final inspection is passed, a Certificate of Occupancy (C.O.) is forwarded to you.

Final C. O.: The issuance of a final Certificate of Occupancy and State Certification forms will be completed by Mecklenburg County Code Enforcement after issuance of a C.O.