



# REGISTRATION IN-HOME CHILD CARE FACILITY

All In-home childcare facilities (Day Care) are considered home occupations and are required to register with the City of Burlington. Regulations for Home Occupations can be found in Chapter 170.30.40 of the City of Burlington Zoning Code.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Description of Childcare Facility Operation –

Name of Business: \_\_\_\_\_ Phone: \_\_\_\_\_

Employee: Yes / No

State Registered (DHS – please attach copy of approval): \_\_\_\_\_ Classification: \_\_\_\_\_

Other information: \_\_\_\_\_

Childcare (daycare) providers are required to meet the following requirements in order to operate out of their home:

- ✗ Childcare homes shall be registered with the Iowa Department of Human Services (DHS) and shall be in current, good standing.
- ✗ Childcare homes shall provide care for no more than 5 children age 2½ years or less.
- ✗ Childcare homes shall follow all other requirements of Chapter 170.30.40 of the Zoning Code, other applicable zoning regulations, and all applicable building codes.
- ✗ No in-home childcare shall be allowed that does not meet items above.

*I (applicant) certify that all information presented on this form is accurate and will operate a Childcare facility in my home. I will follow all applicable regulations of the City of Burlington related to operating an in-home childcare facility.*

Applicant Name (Print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the property is **rented** by the applicant, please have property owner sign / approve this application:

Owner Signature/Address/Date: \_\_\_\_\_

### OFFICE USE ONLY

Received On: \_\_\_\_\_ Received On: \_\_\_\_\_ Received On: \_\_\_\_\_

DHS Registration: \_\_\_\_\_