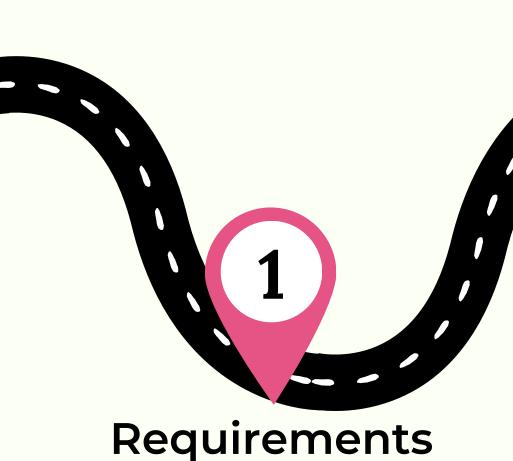# STEPS TO OPEN A CHILD CARE CENTER

1 Requirements

If zoning permits child care centers, find a licensed architect who determines if the space aligns with:

Indoor space requirements (EEC)
Outdoor space requirements (EEC)
Building code requirements
Fire code requirements
And it is a safe space.

2 Plans

If the space aligns with all requirements, the architect will **draw and stamp the plans** of the layout of the space. They must include the **number of children and their age groups**.
*Details of what needs to be included in plans provided!

3 Submit Plans

The architect needs to submit the plans and plot plans* online in the ISD permit portal. They should apply for an alteration permit (*long-form permit*) and upload the eplan from the architect to that application.
To submit the plans, they must be stamped and signed by the architect on every sheet.
*Plot plans should include off street parking

4 Revision

The plans will be reviewed by a plans examiner. If the design meets the codes* they will be approved and the permit will be issued.
The work has to commence within 6 months after the date of issue of the permit**.
You need a licensed electrician, plumber, and builder to apply for the inspections. You can not do the work yourself!
*If they are not approved because they need more information, they will let you know.
**You can request an extension if you can't commence work within 6 month after issue date.

5 Permits

Once you print your permit, you can begin the work. Remember to call for your **required inspections:**
- ROUGH before you close walls
- Insulation inspections
- Framing inspections
- Electrical, plumbing, buildings inspections

When **ALL construction finish**, and you have the last inspection you can apply for:
1) Certificate of Use and Occupancy which will also include the
2) Certificate of inspection process this is required to be renewed yearly!

1 Code Requirements

Indoor Space

- There are EEC indoor space requirements for Large Group and School Age Child Care Programs. Such as:
  - *provide evidence of a lead paint inspection & compliance with 105 CMR 460.000*
  - *35 square feet per child.*
  - *1 toilette and 1 sink for every 20 children.*
- No curtains on windows or fabric on furniture!

Outdoor Space

- There are EEC outdoor space requirements too, such as:
  - *75 square feet per child.*
  - *Must be accessible for children with disabilities.*
- Before you add signage, you need approval from BPDA.

Building Code

- There are different building permits available for your projects.
  - For making changes to a structure or to a building's occupancy.
  - Guide for navigating permits.
- Always check that the architect has a license and that it is in good standing!
- Serving children under 18 months is Institutional Occupancy Use (I-4).

Fire Code

- Child care can not be located above a third floor!
- Fire extinguishers shall be maintained in good condition and ready for immediate use at all times.
- Correct location and type of smoke and carbon monoxide alarms.
- A child care is considered a place of assembly.

② Plans Requirements

Indoor Space

- Layout of the space.
  - *Must show the number of children per room and their specific age group (in months)*
- The space must have clear separations if working with different age groups.

Outdoor Space

- If it is part of the facility, it will be included in the original plans.
- If it is a new outdoor space:
  - It is *accessory use*, you will need to add the space to the plans.
  - If it is a renovation you will need an alterations permit.

Building Code

- Emergency Exits:
  - Signs (must be illuminated)
  - Lightning
- Institutional Occupancy Use (I-4):
  - It requires two doors to exit the building in case of an emergency.
  - Must demonstrate a route to escort infants safely out of building.

Fire Code

- Plans must include:
  - Fire alarm devices
  - Sprinkler heads
  - Fire extinguishers
- Carbon Monoxide detectors if there are no hardwired ones.