

CHILD CARE FOR ALL

HOW TO DEVELOP AND RENOVATE
EARLY CARE AND EDUCATION FACILITIES
IN LOS ANGELES COUNTY



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the Los Angeles County Department of Public Health, Office for the Advancement of Early Care and Education in partnership with the
Los Angeles County Board of Supervisors, Los Angeles County Department of Regional Planning, Los Angeles County Department of Public Works, Building & Safety Division, Los Angeles County Fire Department, and the **California Department of Social Services, Community Care Licensing Division.**

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INTRODUCTION

PURPOSE OF THIS TOOLKIT

This is a user-friendly toolkit (“Toolkit”) that helps prospective and current child care providers understand how to obtain approvals and permits for renovating and constructing child care facilities, including family child care homes and child care centers, in the unincorporated areas of Los Angeles County. This Toolkit provides visual flowcharts and descriptions of the steps and government agencies involved in obtaining approvals and permits for renovating and constructing child care facilities as well as information on relevant rules, timelines, forms, and fees.

To renovate and/or construct child care facilities in Los Angeles County, child care providers will likely need review and approval by several County Departments. For unincorporated areas of Los Angeles County, the Los Angeles County Department of Regional Planning, Department of Public Works, Building & Safety Division, and/or Fire Department are responsible for reviewing and approving certain renovations to and construction of child care facilities as well as use of a property as a child care center.

There are three types of child care discussed in this Toolkit (referred to collectively in this Toolkit as “child care facilities”):



1 Small Family Child Care Homes
(provide child care for up to 8 children)



2 Large Family Child Care Homes
(provide child care for between 9-14 children)



3 Child Care Centers

HOW TO USE THIS TOOLKIT

This Toolkit is available online and in multiple languages. This Toolkit was drafted in September 2022 and provides information relevant to renovations and construction of child care facilities in the unincorporated areas of Los Angeles County. A map of the unincorporated areas of Los Angeles County can be found [here](#).

At the end of the Toolkit, there is a Resource Directory that includes contact information for the agencies referenced throughout the Toolkit as well as links to relevant forms and publications.

Child care providers can use this Toolkit as a reference, but are encouraged to verify the rules and procedures that apply to their specific child care facility as the information in this Toolkit may change over time.

DEFINITIONS, GOVERNMENT AGENCIES, KEY RESOURCES, AND REGULATIONS

DEFINITIONS

- **Americans with Disabilities Act (ADA):**

The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities.

- **Building Permit:**

A type of permit that requires approval from the city or county where the child care facility is located and allows for new construction and additions or remodeling of existing structures. This includes electrical, plumbing, mechanical, and grading permits.

- **Business License:**

A license issued by the city or county that gives an individual permission to operate a business. The city or county may also call the business license a business tax certificate, business fee, local business tax, or home occupation permit.

- **Child Care Center:**

A child care facility of any capacity, other than a family child care home, in which less than 24-hour per day nonmedical care and supervision are provided to children (persons under the age of 18) in a group setting.

- **Child Care Facility:**

A term used in this Toolkit to refer to both family child care homes and child care centers.

- **Child Care License:**

A license issued by the California Department of Social Services, Community Care Licensing Division (CCLD) which allows an individual to operate a family child care home or child care center in California.

- **Child Care Provider:**

A person who operates a child care facility.

- **Conditional Use Permit (CUP):**

A type of zoning permit issued by the Department of Regional Planning to allow certain uses of a property.

- **Environmental Assessment:**

The review of potential environmental effects of a project.

- **Environmental Impact Report (EIR):**

A report to inform the public and public agency decision-makers of potential environmental effects of a proposed project, identify possible ways to minimize those effects, and describe reasonable alternatives to the project.

- **Family Child Care Home:**

A facility that regularly provides care, protection, and supervision for fourteen or fewer children, in the provider's own home, for periods of less than 24 hours per day, while the parents or guardians are away, and is either a large family child care home or a small family child care home. Homes include apartments, condos, townhomes, and single-family homes.

- **General Plan:**

A broad, long-range policy document that guides future development, and is a comprehensive collection of goals and policies related to multiple aspects of community life. In California, cities and counties are required by law to have a General Plan.

- **Large Family Child Care Home:**

A facility that provides care, protection, and supervision for nine to fourteen children, including children under 10 years of age who reside at the home. Homes include apartments, condos, townhomes, and single-family homes.

- **Minor Conditional Use Permit (MCUP):**

A type of zoning permit issued by the Department of Regional Planning to regulate uses and development that are limited in scope and impacts, may be appropriate in the applicable zone, and require additional consideration to ensure proper integration with the surrounding community.

- **Plan Check:**

A review of plans, drawings, and documents by the Department of Public Works, Building & Safety Division in order to ensure compliance with building codes. Plan Check may be required before a building permit can be issued.

- **Site Plan Review (SPR):**

Determines whether a project complies with Los Angeles County zoning rules. A SPR is an administrative procedure and does not require a public hearing.

- **Small Family Child Care Home:**

A facility that provides care, protection, and supervision for eight or fewer children, including children under 10 years of age who reside at the home. Homes include apartments, condos, townhomes, and single-family homes.

- **Zoning:**

Cities and counties divide land into areas called zones and each zone has rules and regulations for land development that differ from other zones. Cities and counties are required to make sure that the uses of buildings in each zone follow the zoning rules of the zone where the building is located.

- **Zoning Permit¹:**

A permit that allows the use of a property for a specific reason. A zoning permit may be called a conditional use permit, administrative use permit, minor conditional use permit, use permit, home occupation permit, or site plan review.

¹ Know the Law About Business Licenses and Zoning Permits for Family Child Care Homes, CHILD CARE L. CTR. (Jan. 2020), <https://www.childcarelaw.org/content/know-the-law-about-business-licenses-and-Zoning-permits-for-family-child-care-homes/>

CALIFORNIA



California Department of Social Services, Community Care Licensing Division (CCLD): CCLD ensures the health and safety of children in care. CCLD issues child care licenses for all child care facilities, which includes all family child care homes and child care centers. CCLD strives to provide preventive, protective, and quality services to children in care by ensuring that licensed facilities meet established health and safety standards through monitoring facilities, providing technical assistance, and establishing partnerships with providers, parents, and the child care community.

LOS ANGELES COUNTY



Los Angeles County Department of Public Health, Office for the Advancement of Early Care & Education (OAECE): OAECE shapes policy recommendations, facilitates planning, and provides a range of services aimed at improving the availability, quality, and access to early care and education programs. OAECE supports efforts to promote informed parents' choice of early care and education services and the meaningful engagement of parents in those services. And finally, OAECE works across disciplines to promote access to concrete supports that families need.



Los Angeles County Department of Public Works, Building & Safety Division (Building & Safety): Building & Safety provides services to ensure safe building design, construction, approval of completed building projects, and code enforcement. Building & Safety's services include issuing building permits, reviewing and monitoring the design, construction, installation, demolition, and maintenance of privately or publicly owned buildings and structures through the enforcement of the County's building codes and regulations. Building & Safety provides services for unincorporated areas of Los Angeles County as well as the following cities: Artesia, Carson, Cerritos, Industry, Irwindale, La Cañada Flintridge, Lakewood, La Mirada, Lawndale, Lomita, Rolling Hills, Rolling Hills Estates, Santa Fe Springs, and Westlake Village.



Los Angeles County Department of Regional Planning (Regional Planning): Regional Planning performs all land use planning functions for the unincorporated areas of Los Angeles County. Regional Planning's services include long range planning, land development counseling, project/case intake and processing, environmental review, and zoning code enforcement for each of the unincorporated communities within Los Angeles County.



Los Angeles County Fire Department (Fire Department): The Fire Department assesses child care facilities to ensure compliance with fire safety standards and to eliminate hazardous conditions that threaten life, environment, and property, which includes ensuring that child care facilities are clean and clear both inside (e.g., home and garage) and outside (e.g., landscaping).

KEY RESOURCES

GENERAL CHILD CARE RESOURCES

[California Child Care Resource and Referral Network](#) supports child care providers in understanding the child care needs of the state, developing partnerships with businesses and government, and responding to changing economic, social, and family needs. There are resource and referral agencies in all 58 counties in California, including Los Angeles County, and their services are free and available to all parents and child care providers.

[The Child Care Alliance of Los Angeles](#) (CCALA), also referred to as the Alliance, is a unique and significant partnership of ten agencies that serve communities at the local level. Formed in 1997, Alliance agencies deliver services to the thousands of families and child care providers across Los Angeles County.

FAMILY CHILD CARE PROVIDER RESOURCES

[Guidance for Family Day Care Homes](#) (Office of the State Fire Marshal)

[Fair Housing Protections for Family Child Care Providers](#), available in English, Spanish, Chinese, Korean, Russian, Somali, Tagalog, and Vietnamese. (Department of Fair Employment & Housing)

[Zoning, Business, and Housing Resources for Family Child Care Providers](#) (Child Care Law Center)

LEGAL AGENCIES - NO COST

[Child Care Law Center](#)

[Public Counsel](#)

REGULATIONS

CALIFORNIA

[California Code of Regulations Title 22, Division 12, Chapter 1](#) (Child Care Center) or [Chapter 3](#) (Family Child Care Homes)

[California Code of Regulations Title 19, Division 1](#) (State Fire Marshal)

[California Health & Safety Code](#)

[California Building Code Title 24](#)

LOS ANGELES COUNTY

[Title 22 Planning and Zoning Code](#)

[Title 26 Building Code](#)

[Title 27 Electrical Code](#)

[Title 28 Plumbing Code](#)

[Title 29 Mechanical Code](#)

[Title 30 Residential Code](#)

[Title 31 Green Building Standards](#)

[Title 32 Fire Code](#)

[Title 33 Existing Building Code](#)

FAMILY CHILD CARE HOMES



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BACKGROUND



A “**Family Child Care Home**” is a facility that regularly provides care, protection, and supervision for fourteen or fewer children, in the provider’s own home, for periods of less than 24 hours per day, while the parents or guardians are away, and is either a small family child care home or a large family child care home.² Home is defined as where the family child care provider resides and includes apartments, condos, townhomes, and single-family homes.³

SMALL FAMILY CHILD CARE HOME



1 - 8 children

A “**Small Family Child Care Home**” is a facility that provides care, protection, and supervision for eight or fewer children, including children under 10 years of age who reside at the home.⁴

LARGE FAMILY CHILD CARE HOME



9 - 14 children

A “**Large Family Child Care Home**” is a facility that provides care, protection, and supervision for nine to fourteen children, including children under 10 years of age who reside at the home.⁵



2 CAL. HEALTH & SAFETY CODE § 1596.78(a) (2019).

3 CAL. HEALTH & SAFETY CODE § 1597.45(f) (2019).

4 For age limits related to small and large family child care home capacity, please visit:

<https://cdss.ca.gov/Portals/9/CCLD/CCP%20Documents/Capacity%20Requirements%20FCCHs.pdf?ver=2019-06-28-121849-180>

5 For age limits related to small and large family child care home capacity, please visit:

<https://cdss.ca.gov/Portals/9/CCLD/CCP%20Documents/Capacity%20Requirements%20FCCHs.pdf?ver=2019-06-28-121849-180>

PROTECTIONS FOR FAMILY CHILD CARE PROVIDERS

No Business License, Zoning Permit, Business Taxes and/or Fees Required

Cities and counties in California, including unincorporated areas, cannot require family child care providers, small or large, to obtain a business license or other type of zoning permit to use their home as a family child care.⁶ Cities and counties also cannot require family child care providers to pay any type of fee or tax for operating their family child care home.⁷

If a city or county is illegally requiring a family child care provider to obtain a business license or zoning permit, or pay any type of fee or tax for operating their family child care home, providers can contact no-cost legal agencies such as Public Counsel or Child Care Law Center (See [Resource Directory](#)).

Rights of Family Child Care Provider Tenants



Family child care is considered a residential use of property and is allowed in all types of homes, including rental properties.⁸

Landlords cannot refuse to rent to, discourage, prohibit, evict, or charge extra rent to a tenant only because they plan to or already operate a family child care home.⁹

If a family child care provider's landlord tells them they cannot operate a family child care from their home or their rent will be increased because of the family child care, what can the provider do?

Providers can contact agencies such as Public Counsel or Child Care Law Center for no cost legal assistance (See [Resource Directory](#)).



6 See id. § 1591.45(b).

7 Id.

8 CAL. HEALTH & SAFETY CODE § 1597.45(a) (2019).

9 See id. § 1597.41(a)-(b) (2019).



- **To open a licensed small family child care home caring for up to 6 children or a licensed large family child care home caring for up to 12 children:** Child care provider tenants need to give landlords at least 30 days' written notice before operating a family child care home using form [LIC 9151](#). Note: Small family child care providers do not need their landlord's permission to care for up to 6 children and large family child care providers do not need their landlord's permission to care for up to 12 children.
- **To open a licensed small family child care home caring for 7 or 8 children or a licensed large family child care home caring for 13 or 14 children:** Child care provider tenants need to give landlords at least 30 days' written notice before operating a family child care home using form [LIC 9151](#) and also need their landlord's permission to operate using form [LIC 9149](#).
- **If an existing small or large family child care provider is moving to a different home:** Child care providers renting their home must give their new landlord at least 30 days' written notice before operating a family child care home using form [LIC 9151](#). A child care provider can give less than 30 days' written notice to their landlord if California Department of Social Services, Community Care Licensing Division (CCLD) approves operation in the new location in less than 30 days or the new location is licensed in less than 30 days.¹⁰
- **Renter's Insurance:** Family child care providers should check with their landlord to find out if they are required to have renter's insurance as part of their rental agreement. Renter's insurance does not cover any incidents related to child care services and is different from liability insurance. Renter's insurance typically provides coverage for the tenant's possessions in case they are damaged, stolen, or destroyed.
- **See Public Counsel's "[Landlord-Tenant Family Child Care Provider Guide](#)" for more information.**



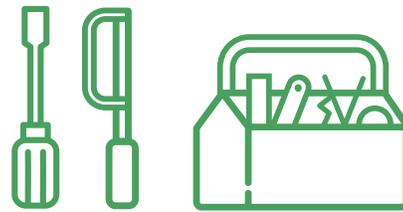
¹⁰ Small family child care providers caring for 7 or 8 children and large family child care providers caring for 13 or 14 children must also get their landlord's permission to operate using form LIC 9149.

RENOVATIONS AND CONSTRUCTION OF FAMILY CHILD CARE HOMES IN UNINCORPORATED AREAS OF LOS ANGELES COUNTY

OVERVIEW

Renovations and construction of family child care homes in unincorporated areas of Los Angeles County may require approvals from various County government agencies. Common renovations and construction of family child care homes may include:

- **Painting**
- **Replacing or adding carpeting**
- **Installing air conditioning**
- **Repairing or installing a new roof**
- **Repairing plumbing**
- **Upgrading electrical**
- **Using and/or making changes to garage space for child care use**
- **Changing the landscaping including installing sprinklers**
- **Removing and/or adding walls to change the size of an existing room, or adding a new room**



The County is required to ensure that buildings are safe and that their use is compatible with the neighborhood and residential, commercial, or other land uses in the area. To fulfill this responsibility, the County has processes for learning what renovations and/or construction are being proposed to determine if the changes are safe and compatible with other uses in the area, and if zoning and/or building permits are needed. California Department of Social Services, Community Care Licensing Division (CCLD), the state agency that regulates and oversees child care facilities in California, also needs to be notified about proposed renovations and construction of licensed child care facilities. CCLD conducts its own inspection to ensure the renovations and/or construction are consistent with CCLD licensing requirements.



DETERMINE IF FAMILY CHILD CARE HOME IS IN UNINCORPORATED AREAS OF LOS ANGELES COUNTY

To determine if renovation and/or construction plans for a family child care home will require Los Angeles County review and approval, child care providers must first find out if their family child care home is in an unincorporated area of Los Angeles County or in an incorporated city within Los Angeles County.

Child care providers can contact the [Los Angeles County Department of Regional Planning](#) (Regional Planning) to find out if their facility is in an unincorporated area of Los Angeles County by following these steps:

- 1** Visit the [Los Angeles County Z-Net website](#)
- 2** Type the address of the child care facility in the search box in the upper left corner

If the area appears in **BLUE**, the facility is located within an **unincorporated** area of Los Angeles County, and child care providers may refer to the information in this Toolkit.

If the area appears in **RED**, the facility is located within an **incorporated** city, and child care providers must contact the Planning Department for the incorporated city where their facility is located to find out the requirements for approvals and permits.

APPROVALS AND PERMITS FOR FAMILY CHILD CARE HOME RENOVATIONS AND CONSTRUCTION

Child care providers who want to renovate and/or do construction at a family child care home in an unincorporated area of Los Angeles County must contact the following **3 departments** to determine if their renovation and/or construction plans require review and approval:



[Los Angeles County Department of Regional Planning \(Regional Planning\)](#)



[Los Angeles County Department of Public Works, Building & Safety Division \(Building & Safety\)](#)



[California Department of Social Services, Community Care Licensing Division \(CCLD\)](#)

If any of the above departments determines that review and approval by the Fire Department is required, the department(s) will contact the Fire Department.

Although each department has their specific focus, they all review renovation/construction plans, issue permits, and conduct inspections. The departments review proposed renovation and/or construction to all child care facilities. Each department may charge a fee or a series of fees. The timeline to review plans and issue permits can vary by department.

The following sections describe each department’s process, timeline, and fees related to renovations and construction of family child care homes located within the unincorporated areas of Los Angeles County and is based on a joint presentation, [LA County Early Care & Education Facilities Process Webinar](#), by OAECE, Regional Planning, Building & Safety, the Fire Department, and CCLD held on February 10, 2022.¹¹

REGIONAL PLANNING: SITE PLAN REVIEW (SPR)



OVERVIEW

Regional Planning performs all land use planning functions for the unincorporated areas of Los Angeles County. Regional Planning’s services include long range planning, land development counseling, project/case intake and processing, environmental review, and zoning code enforcement for each of the unincorporated communities within Los Angeles County.

Child care providers seeking to renovate and/or do construction at a family child care home may be required to obtain review and approval by Regional Planning. It is important to note that properties within different areas of unincorporated Los Angeles County may have special requirements. Therefore, child care providers are always encouraged to contact Regional Planning to confirm what reviews, approvals, and fees, if any, apply.

A Site Plan Review (SPR) determines whether a project complies with Los Angeles County zoning rules and any applicable provisions within a Community Standards District (CSD) or special area relative to setbacks (specified distance from property line), parking, height, and related standards. A SPR is an administrative procedure and does not require a public hearing.



¹¹ PowerPoint presentation of LA County ECE Facilities Process Webinar can be found here: https://childcare.lacounty.gov/wp-content/uploads/2022/02/FINAL-PDF-LA-County-Supports-for-CDSS-Renovations-RFA-Webinar-2.10.22_ENSPA-99.pdf

RENOVATIONS AND CONSTRUCTION THAT DO AND DO NOT REQUIRE A SPR

SPR NOT REQUIRED	SPR REQUIRED, NO FEE	SPR AND FEE REQUIRED
<p>Child care providers can make the following renovations WITHOUT a SPR:</p> <ul style="list-style-type: none"> ■ Painting ■ Adding a storage structure that meets certain size requirements (e.g., adding toy storage structure that meets size requirements in the backyard) ■ Installing a security system <p><i>Child care providers are always encouraged to contact Regional Planning if they have questions about whether their proposed renovation(s) requires a SPR.</i></p>	<p>For the following, a SPR is required, but DO NOT need to pay a fee:</p> <ul style="list-style-type: none"> ■ Changing windows or doors ■ Re-roof without changing height ■ Roof-mounted solar panels ■ Pools at least 5 feet from rear and side property line ■ Repair or maintenance where height or floor area does not change 	<p>For the following, a SPR is required and MUST PAY a fee:</p> <ul style="list-style-type: none"> ■ A room addition ■ Adding partitions/room remodel ■ Changing height of building ■ Changes to the number of parking spaces ■ Fences and walls ■ Outdoor playgrounds ■ Landscaping, tree planting/shading requirement (for parking area), oak tree removal ■ Generators


**THE SPR FEE FOR A
 FAMILY CHILD CARE HOME
 IS
 \$486.00**

HOW TO APPLY FOR A SPR



To initiate the SPR process, a child care provider must complete the application form and both the owner of the property and the child care provider (if the child care provider leases the property) must sign the form. The SPR application is available on the [EPIC-LA website](#) (click “Apply,” then click “Plans,” then search “DRP - Base Application - Permits & Reviews”).

Once a child care provider confirms their family child care home renovation and/or construction requires a SPR, the application form and process is conducted entirely online as follows:

HOW TO APPLY FOR SITE PLAN REVIEW CHECKLIST

- 1. Register or login to an existing account on [EPIC-LA](#).
- 2. Locate the correct application (check with Regional Planning to confirm).
- 3. Download, complete, scan, and submit the application by uploading to the provider's [EPIC-LA account](#) (as created in Step 1 above) by clicking “Apply,” then “Plans,” then searching “DRP - Base Application - Permits & Reviews.”

SPR application materials include:

- Architectural plans¹² (e.g., site plan, floor plan, elevations)
- Detailed project description
- A document that provides proof of who owns the property
- Photographs of the site
- Parking information
- Copy of CCLD license
- Existing building permits (provided by Building & Safety)
- Fees
- Other required documents listed on the [Land Use Application Checklist](#)

***The above items must be submitted to Regional Planning.**

¹² Site plan must be drawn to scale, with the scale indicated on the plan, and fully dimensioned and oriented with the north position toward the top of the page. Information on architects can be found in the Resource Directory at the end of this Toolkit.

SPR PROCESS, TIMELINE, & EXTENSIONS



Once Regional Planning receives the SPR application materials and indicates that the application is complete, Regional Planning will invoice the child care provider for any fees due and will review the application package including the plan.



A child care provider may be wondering if it would save time to have their renovation or construction plans reviewed by Regional Planning and Building & Safety at the same time (known as concurrent processing).



CONCURRENT PROCESSING

PRO:

Obtain necessary approvals and permits from different departments and possibly save time.

CON:

Potential financial risk because the departments may require changes to the submitted plan(s), which may result in increased costs and additional processing time.



WEEKS

For a project in which no fee is required, a child care provider can expect SPR/zoning reviews to be **completed within 1 to 2 weeks**.



WEEKS

For a project that requires a fee to be paid, the review can take **6 to 8 weeks to complete**.



ADDITIONAL WEEKS

If Regional Planning requires any corrections to the plan, the time frame for re-checks may **ADD another 2 to 4 weeks** to the process. Once a SPR is approved, child care providers may proceed to Building & Safety for review.

* Child care providers should note that plans approved by Regional Planning are valid for two years, with the possibility of a one-time one-year extension for a fee. After this extension the plan expires and the child care provider would need to reapply.

BUILDING & SAFETY: PLAN CHECK AND BUILDING PERMITS

OVERVIEW



Building & Safety ensures safe building design and construction in the unincorporated areas of Los Angeles County and the following cities: Artesia, Carson, Cerritos, Industry, Irwindale, La Cañada Flintridge, Lakewood, La Mirada, Lawndale, Lomita, Rolling Hills, Rolling Hills Estates, Santa Fe Springs, and Westlake Village. Building & Safety's services include issuing building permits, reviewing and monitoring the design, construction, installation, demolition, and maintenance of privately or publicly owned buildings and structures through the enforcement of the County's building codes and regulations.

Building permits may be required for construction of a new building, a building addition, or renovating an existing building. Generally, building permits are required for the following:

- **New buildings**
- **Additions to buildings**
- **Tenant improvements/renovations to property**
- **Accessory Dwelling Unit (ADU)**
- **Miscellaneous items** (decks, patios, fences over six feet, fireplaces, pools, retaining walls, ADA striping, and path of travel, etc.)
- **Remodels and renovations** (changes in occupancy or use, garage conversions, kitchen remodels, stucco, window(s), and door(s) change outs, etc.)
- **Grading work**
- **New, expanded, or replaced**
 - **electrical items**
 - **mechanical items**
 - **plumbing items**



Prior to obtaining building permits, Building & Safety must review the construction plans to ensure the facility meets Building Code standards. This review process is known as Building Plan Check.

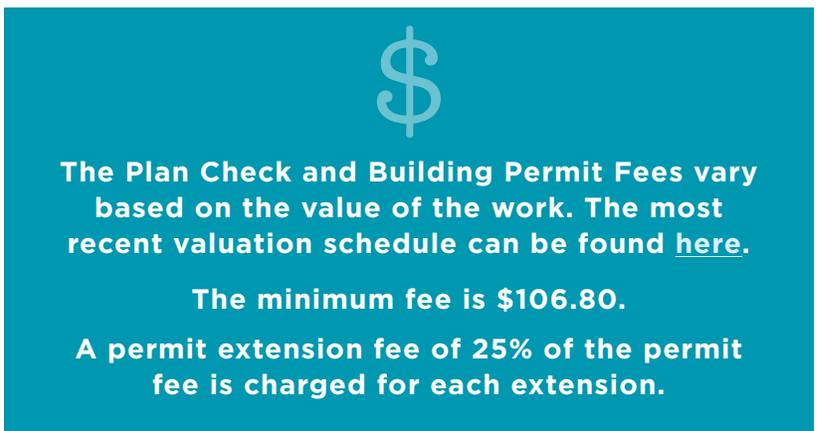


An accurate and detailed set of plans, specifications, and supporting documents are required for most construction projects. Typical minor projects can be reviewed during a visit to a Building & Safety office or electronically via [EPIC-LA](#), the online portal to Building & Safety's electronic permitting services. For more complex projects, an appointment can be made with a [Building & Safety](#) office.

HOW TO APPLY FOR A PLAN CHECK AND/OR BUILDING PERMIT

Child care providers are encouraged to contact their local [Building & Safety](#) office or use the [EPIC-LA Permit Helper](#) online tool to determine which plans and permits they may need for renovation and/or construction of their family child care home. After learning which plan(s) and/or permit(s) are required, child care providers can access the appropriate application(s) on [EPIC-LA](#). On the EPIC-LA site, child care providers can submit plans, specifications, and supporting documents for review and approval, pay permit fees, and apply for a permit. From the EPIC-LA homepage, child care providers can click on “Apply” and use the search feature to look for “Residential Addition/Alteration Building Permit” or “Residential Repair/Replacement Building Permit.” Some offices only accept electronic applications and plans so child care providers should consult with their local Building & Safety office before submitting documents.¹⁷

PLAN CHECK AND BUILDING PERMIT FEES



The Plan Check and Building Permit Fees vary based on the value of the work. The most recent valuation schedule can be found [here](#).

The minimum fee is \$106.80.

A permit extension fee of 25% of the permit fee is charged for each extension.

Child care providers can also contact Building & Safety at (626) 458-3173 to get more information.

(See [Resource Directory](#) for additional contact information)

PLAN CHECK AND BUILDING PERMIT ISSUANCE TIMELINE AND EXTENSIONS



The Building & Safety Plan Check timeline is between **1 to 3 months** for family child care homes depending on the size and complexity of the project.



EXPIRES AFTER 12 MONTHS

Every permit issued by Building & Safety will **expire** if the work is not **started within 12 months**.



ONLY 1-2 EXTENSIONS ALLOWED NOT EXCEEDING 180 DAYS

One or more extensions may be granted for a period **not exceeding 180 days** from the date the permit expires.

Typically, only 2 extensions are granted, unless Building & Safety determines there is a hardship.

CHECKLIST: BUILDING/PLAN CHECK APPLICATION

CHECKLIST OF ITEMS TO BE INCLUDED WITH A BUILDING/PLAN CHECK APPLICATION

- Title Sheet for Plan Set** – The address of the building, and the name and address of the owner(s), and person(s) preparing the plans, legal description, assessor parcel number(s), zoning designation, construction type, occupancy group(s), parking summary, size of property, floor area ratio, and lot coverage tabulations of the lot, tabulation of existing, proposed and required parking spaces, and project description are required on the first sheet of the plans.
- Site Plan** – A fully dimensioned site plan showing the location of all property lines, all easements with dimensions, lot area, landscaping, north arrow, all structure-to-property line setback dimensions (existing and proposed), all proposed and existing utility meters, public sewer connections, and fire hydrant locations and the location and dimensions of all walks, driveways, and hardscape. If the architect or engineering professional responsible for the plans is involved and is stamping plans, then one of them must wet stamp and wet sign the site plan.
- Floor Plan** – Fully dimensioned floor plans are required for every affected story. Every room shall identify the existing and the intended use. Door and window schedules shall be provided to identify the dimension and type of doors and windows. The floor plans shall identify all existing and new construction.
- Disabled Access** – Fully dimensioned details indicating compliance with disabled access requirements, including disabled parking spaces, paths of travel from disabled parking spaces to building entrance, building entrance and paths of travel within the building, and disabled access to facilities within the building, including restrooms, telephones, drinking fountains, and counters.
- Exterior Elevations** – Fully dimensioned elevation drawings that show existing and finished grade lines, wall and roof finish material, and the location of all openings. The elevation drawings shall identify the building height at all critical locations. Elevations are only required for new building construction or an addition.

***The above items and a completed application form must be submitted to Building & Safety.**

Plans, specifications, and supporting documents may be prepared by a licensed civil engineer, architect, or drafts-person. Structural elements of a plan must be reviewed and stamped by a licensed engineer.

BUILDING PERMITS

Once the Building Plan Check is approved, a building permit can be issued. Permit issuance is dependent upon the approval of other required agencies that may be triggered based on the scope of work. The permit can only be issued to a contractor with the appropriate license(s) and insurance, to the property owner in certain cases, or to an agent representing one of these two permittees.

In addition to a building permit for a newly constructed building, a building addition, or renovation (tenant improvement) to an existing building or leased space, Building & Safety may also require the child care provider to obtain the following permits:



- **Electrical Permit:** This permit is required when installing, altering, reconstructing, or repairing any electric wiring.



- **Mechanical Permit:** This permit is required to install, alter, reconstruct, remove or repair any heating, ventilation or air conditioning, equipment, and duct work.



- **Plumbing Permit:** This permit is required when installing, altering, reconstructing, removing or repairing any plumbing, water piping, fire sprinkler system, lawn sprinkler system, sewage system, or swimming pool piping. It is also required when replacing a water heater.



- **Grading Permit:** This permit is generally required for all on-site grading for a new building or building addition.

Permit fees are determined in relation to the value of the work. The volume of earth handled determines grading permit fees. Fees for other listed permits are based on the number of outlets, fixtures, and/or square footage.

INSPECTION FOR BUILDING PERMITS

All construction or work for which a building permit is required is subject to inspection by Building & Safety. When a permit is issued, an inspection record card is provided to post at the jobsite. When the permitted work reaches a certain phase of construction the permit holder is required to call the [Building & Safety District Office](#) that issued the permit to schedule an inspection. An inspector will review the work for compliance with the requirements of the code(s), the approved plan and specifications, and that the work matches the permit's scope of work.

The number of required inspections depends on the complexity of the job. The inspection record card will indicate at which phase of construction an inspection is required. Generally, all work will need to be inspected before being covered by a building permit. Once the inspector has approved a portion, then the job can progress to the next phase of construction. The project is complete once any required agency approvals have been obtained and the work covered by the permit(s) has passed final inspection (i.e., inspection record card and permit(s) have been signed and dated). Child care providers can contact the [Building & Safety District Office](#) for the cost of the inspection fee.



CALIFORNIA DEPARTMENT OF SOCIAL SERVICES, COMMUNITY CARE LICENSING DIVISION (CCLD)



OVERVIEW

California Department of Social Services, Community Care Licensing Division (CCLD) issues child care licenses for all child care facilities, which includes all family child care homes and child care centers. CCLD is responsible for ensuring the health and safety of children by overseeing child care facilities and enforcing their compliance with Title 22 of the California Code of Regulations and the California Health & Safety Code.

Although child care providers will obtain any necessary plan checks, plan reviews, and/or permits from the appropriate County departments discussed in this Toolkit, they are required to notify CCLD of certain changes to licensed child care facilities described below.

CCLD REPORTING REQUIREMENTS FOR FAMILY CHILD CARE HOME RENOVATIONS AND/OR CONSTRUCTION CHECKLIST

- 1. Prior to making renovations to or starting construction at a licensed family child care home or the property where a licensed family child care home is located, family child care providers must notify CCLD of the following proposed changes:¹³
 - Garage conversion, either attached or detached to a child care room
 - Room additions
 - Construction of play equipment, including swing sets/climbing structures
 - Installation of pools or decks
- 2. Licensed child care providers should notify CCLD of when renovations or construction are expected to take place and be completed and whether children will have access to the areas under renovation or construction.
- 3. CCLD will need to conduct a site inspection once the renovation/construction is completed to ensure compliance with Title 22 of the California Code of Regulations.
- 4. Once the renovation/construction is completed, licensed child care providers must provide CCLD with a copy of all building inspections required for the renovation or construction.

LOS ANGELES COUNTY FIRE DEPARTMENT (FIRE DEPARTMENT)

OVERVIEW



The Fire Department inspects large family child care homes to ensure compliance with fire safety standards and to eliminate hazardous conditions that threaten life, environment, and property, which includes ensuring that child care facilities are clean and clear both inside (e.g., home and garage) and outside (e.g., landscaping).

FIRE INSPECTION AND APPROVAL PROCESS

- If Regional Planning, Building & Safety, and/or CCLD determines that the renovation or construction requires review and approval by the Fire Department, those department(s) will contact the Fire Department to plan an inspection.
- A fire inspection of a child care facility typically includes: assessment of exits, lighting, hardware (e.g., doors), smoke detectors, cooking areas/kitchens (including ensuring overhead systems will keep kitchen staff safe), fire alarm panels, as well as a review of the certification of fire prevention equipment. Upon completion of a fire inspection, the Fire Department will submit their findings to CCLD.



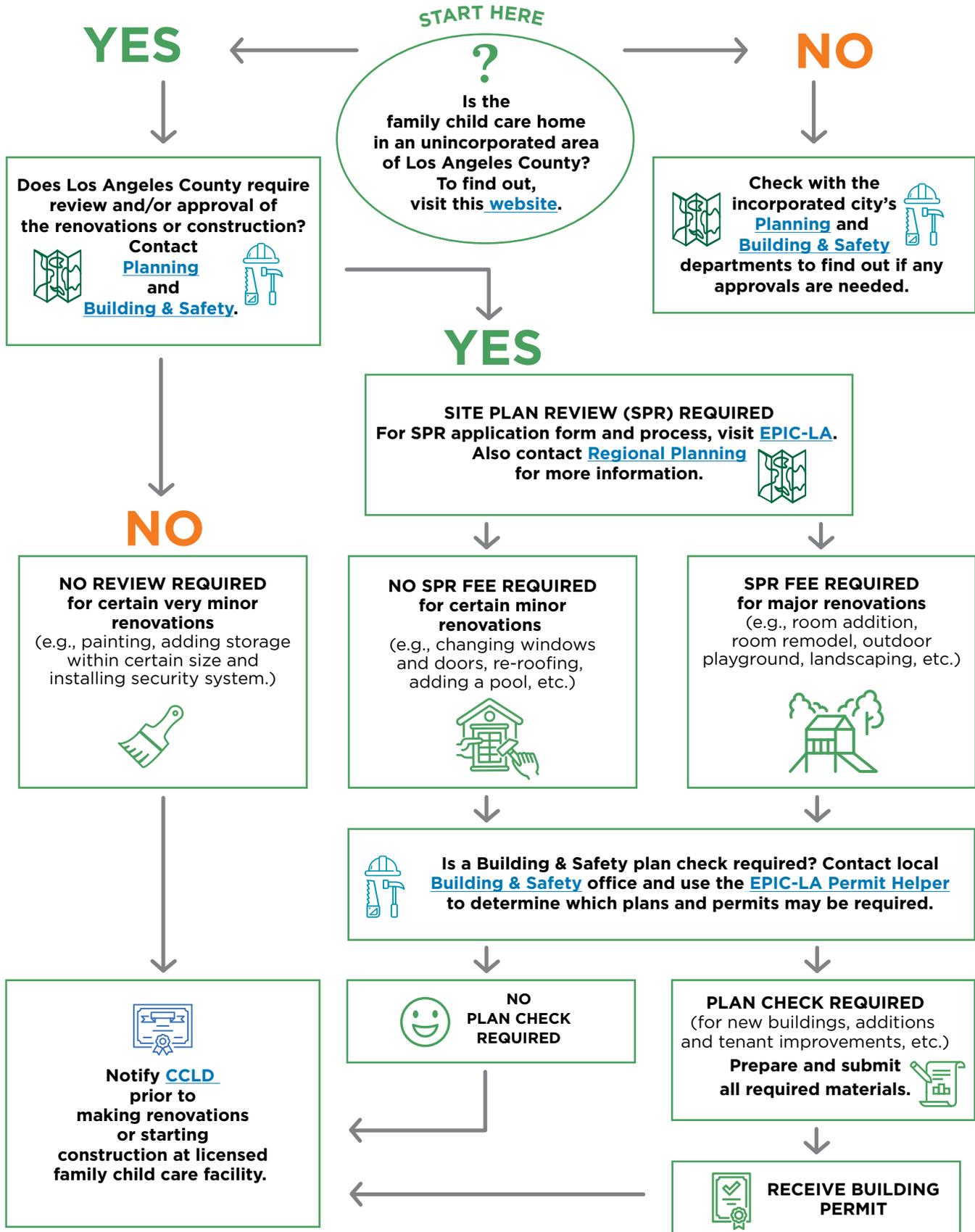
FAMILY CHILD CARE FACILITIES DEVELOPMENT CHECKLIST

CHECKLIST OF STEPS FOR FAMILY CHILD CARE FACILITIES DEVELOPMENT

- 1. If opening a small or large family child care in a rented home, child care providers must give their landlords 30 days' written notice before operating the family child care.
 - Note:** Small family child care providers do not need their landlord's permission to care for up to 6 children and large family child care providers do not need their landlord's permission to care for up to 12 children.
- 2. If a family child care provider is planning to renovate or do construction at the child care facility, they should first verify if the child care facility is located in unincorporated areas of Los Angeles County by visiting this [website](#).
- 3. If the child care facility is located in unincorporated areas of Los Angeles County and the family child care provider is planning to renovate or construct at the facility, they will need a site plan review (SPR) approval by Regional Planning. The SPR application form and process is conducted online by visiting [EPIC-LA](#). Child care providers are encouraged to contact [Regional Planning](#) for more information.
- 4. Certain renovations and/or construction at the family child care facility will also require [Building & Safety Plan Check](#) in order to obtain necessary building permits. Child care providers are encouraged to contact their local Building & Safety office or use [EPIC-LA Permit Helper](#) online tool to determine which plans and permits they may need.
- 5. Child care providers with a family child care license issued by CCLD are required to notify CCLD prior to renovating or doing construction at the family child care facility.
- 6. If Regional Planning, Building & Safety, and/or CCLD determines that the renovation or construction requires review and approval by the Fire Department, those department(s) will contact the Fire Department to plan for a fire inspection.

FAMILY CHILD CARE HOMES

FLOW CHART ON PERMITS/APPROVALS FOR FAMILY CHILD CARE HOMES



* If Regional Planning, Building & Safety, and/or CCLD determines that the renovation or construction requires review and approval by the Fire Department, those department(s) will contact the Fire Department to plan for a fire inspection.

FAMILY CHILD CARE HOMES

FEES FOR:



REGIONAL PLANNING



BUILDING & SAFETY



FIRE DEPARTMENT



Government entities often charge fees to recover their costs for conducting business, including the regulation of child care facilities. The chart below illustrates the relevant government entities and their fees. Note that fees are subject to change in some cases annually and should be confirmed with the relevant agency.¹⁴



REGIONAL PLANNING FEES

ZONING PERMIT	FEE
SITE PLAN REVIEW (SPR)	\$486.00



BUILDING & SAFETY FEES¹⁵

BUILDING & SAFETY	FEE
PLAN CHECK	\$106.80 minimum
BUILDING & SAFETY PERMIT ¹²	Based on value of work



LOS ANGELES COUNTY FIRE DEPARTMENT FEES

FIRE DEPARTMENT	FEE
FIRE BUILDING PLAN CHECK	\$491.00 for 1 -2 family dwelling
FIRE SPRINKLER PLAN CHECK (fee based on number of sprinkler heads)	MORE INFO
FIRE ALARM PLAN CHECK (fee based on number of devices)	MORE INFO
FIRE SAFETY CLEARANCE	NO FEE

¹⁴ Fees listed in this Toolkit are current as of September 2022.

¹⁵ Plan Check and Building Permit fees are based on the value of associated work. The most recent Valuation Schedule can be found here: <https://dpw.lacounty.gov/bsd/content/fees.aspx>. In addition to the fee for a Building Permit, fees for an Electrical Permit, a Mechanical Permit, Plumbing Permit, and Grading Permit may be required and can be found here: <https://dpw.lacounty.gov/bsd/content/fees.aspx>.

CHILD CARE CENTERS



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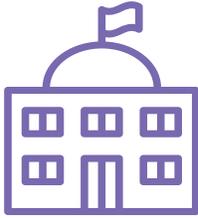
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BACKGROUND



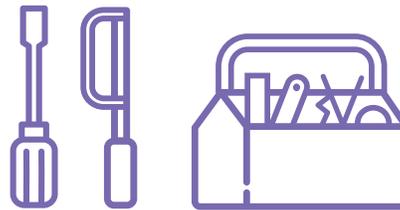
A child care center is a child care facility of any capacity, other than a family child care home, in which less than 24-hour per day non-medical care and supervision are provided to children (persons under the age of 18) in a group setting.¹⁶

CHILD CARE CENTERS IN UNINCORPORATED AREAS OF LOS ANGELES COUNTY

OVERVIEW

Using a property as a child care center as well as making renovations to and construction of child care centers in unincorporated areas of Los Angeles County may require approvals from various County government agencies. Common renovations and construction of child care centers may include:

- **Painting**
- **Replacing or adding carpeting**
- **Installing air conditioning**
- **Repairing or installing a new roof**
- **Repairing plumbing**
- **Upgrading electrical**
- **Changing the landscaping including installing sprinklers**
- **Removing and/or adding walls to change the size of an existing room, or adding a new room**



The County is required to ensure that buildings are safe and that their use is compatible with the neighborhood and residential, commercial, or other land uses in the area. To fulfill this responsibility, the County has processes for determining whether a property can be used as a child care center, for learning what renovations or construction are being proposed to determine if the changes are safe and compatible with other uses in the area, and if zoning, building, and/or fire permits are needed. California Department of Social Services, Community Care Licensing Division (CCLD), the state agency that regulates and oversees child care facilities in California, also needs to be notified about proposed renovations and construction of licensed child care facilities. CCLD conducts its own inspection to ensure the renovations and/or construction are consistent with CCLD licensing requirements.

DETERMINE IF CHILD CARE CENTER IS IN UNINCORPORATED AREAS OF LOS ANGELES COUNTY

To determine if using a property as a child care center or if renovation or construction of a child care center will require Los Angeles County review and approvals, child care providers must first find out if their child care center is in an unincorporated area of Los Angeles County or in an incorporated city within Los Angeles County.

Child care providers can contact the [Los Angeles County Department of Regional Planning](#) (Regional Planning) to find out if their facility is in an unincorporated area of Los Angeles County by following these steps:

- 1 Visit the [Los Angeles County Z-Net website](#)
- 2 Type the address of the child care facility in the search box in the upper left corner

If the area appears in **BLUE**, the facility is located within an **unincorporated** area of Los Angeles County, and child care providers may refer to the information in this Toolkit.

If the area appears in **RED**, the facility is located within an **incorporated** city, and child care providers must contact the Planning Department for the incorporated city where their facility is located to find out the requirements for approvals and permits.

APPROVALS AND PERMITS FOR USE OF PROPERTY AS CHILD CARE CENTER, RENOVATIONS, AND CONSTRUCTION

Child care providers who want to use a property (also known as site) as a child care center or renovate or do construction at a child care center in an unincorporated area of Los Angeles County must contact the following **4 departments** to determine if their plans require review and approval:



[Los Angeles County Department of Regional Planning \(Regional Planning\)](#)



[Los Angeles County Department of Public Works, Building & Safety Division \(Building & Safety\)](#)



[California Department of Social Services, Community Care Licensing Division \(CCLD\)](#)



[Los Angeles County Fire Department \(Fire Department\)](#)

Although each department has their specific focus, they all review renovation/construction plans, issue permits, and conduct inspections. The departments review proposed use of a property as a child care center as well as renovations and construction to all child care facilities. Each department may charge a fee or a series of fees. The timeline to review plans and issue permits can vary by department.

Please note, as part of the Building & Safety process to obtain any necessary building permit(s), child care providers will also need to obtain a Fire Department Plan Check for new buildings, additions to existing buildings, and renovations to an existing building or leased space for a child care center.

IDENTIFYING A SITE



Finding an appropriate site for a child care center can be time consuming, expensive, and difficult. It is recommended that once a potential site has been identified, the child care provider contact Regional Planning, Building & Safety, and the Fire Department to find out if the site requires additional zoning, building, and/or fire permits.

Some key points to consider when deciding on a site for a child care center include:



Does the site have sufficient indoor and outdoor space to care for the desired number of children?



Will any Americans with Disabilities Act (ADA) specific renovations be required?



Are there enough funds to pay for any required zoning, building, and fire permits as well as necessary renovations and/or construction before the child care center is able to generate income?



Does any purchase and sale agreement or lease for the child care center site address what happens if there are delays or inability in obtaining necessary zoning, building, and fire permits and/or the child care center license? (i.e., can rent payments be postponed or can the lease be terminated?)

Before a child care center license will be issued, all necessary zoning, building, and fire permits must be obtained and the site must comply with applicable California Department of Social Services, Community Care Licensing Division (CCLD) regulations.

REGIONAL PLANNING: USE OF SITE AS CHILD CARE CENTER



OVERVIEW

Regional Planning performs all land use planning functions for the unincorporated areas of Los Angeles County. Regional Planning's services include long range planning, land development counseling, project/case intake and processing, environmental review, and zoning code enforcement for each of the unincorporated communities within Los Angeles County.

Every parcel of land in Los Angeles County has a zone designation and each zone has specific rules and regulations for land development that differ from other zones. Regional Planning is required to make sure that the use of the land and/or a building meets the development standards/rules of the zone where the site is located.

The County's rules and regulations for each zone determine whether a site in an unincorporated area of Los Angeles County can be used as a child care center. A child care provider can find out the zone of their selected child care center site by contacting Regional Planning at **(213) 974-6411**.

CHILD CARE CENTER APPROVAL AND PERMIT REQUIREMENT BY ZONE

The information in this section summarizes the zones in which child care centers are allowed, what type of approvals or zoning permits are needed, the process for obtaining such approvals or permits, and the required fees.

Under the [County's Zoning Ordinance](#), child care centers, which include infant centers, preschools, extended day care facilities, and school-age centers, may operate in certain Agricultural, Residential, Rural, Commercial, and Industrial zones if an application for a Site Plan Review (SPR), a Minor Conditional Use Permit (MCUP), or a Conditional Use Permit (CUP) as defined in this Toolkit is approved.



CHILD CARE CENTERS

TABLE: ZONING DESIGNATIONS IN LOS ANGELES COUNTY

CUP = Conditional Use Permit is required in order to use the property as a child care center and obtain a child care center license.

MCUP = Minor Conditional Use Permit is required in order to use the property as a child care center and obtain a child care center license.

SPR = Site Plan Review is required in order to use the property as a child care center and obtain a child care center license.

AGRICULTURAL ZONES

ZONE NAME	A-1 Light Agricultural	A-2 Heavy Agricultural	O-S Open Space	R-R Rural Residential	W Watershed
APPROVAL/ PERMIT	CUP	CUP	NOT PERMITTED	CUP	NOT PERMITTED

RESIDENTIAL ZONES

ZONE NAME	R-A Residential Agriculture	R-1 Single Family Residence	R-2 Two Family Residence	R-3 Limited Density Multiple Residence	R-4 Medium Density Multiple Residence	R-5 High Density Multiple Residence
APPROVAL/ PERMIT	CUP	CUP	CUP	SPR <50 children MCUP ≥50 children	SPR	SPR

COMMERCIAL ZONES

ZONE NAME	C-H Commercial Highway	C-1 Restricted Commercial	C-2 Neighborhood Commercial	C-3 General Commercial	C-M Commercial Manufacturing	C-MJ Major Commercial	C-R Commercial Recreation
APPROVAL/ PERMIT	SPR	SPR	SPR	SPR	SPR	SPR	SPR

INDUSTRIAL ZONES

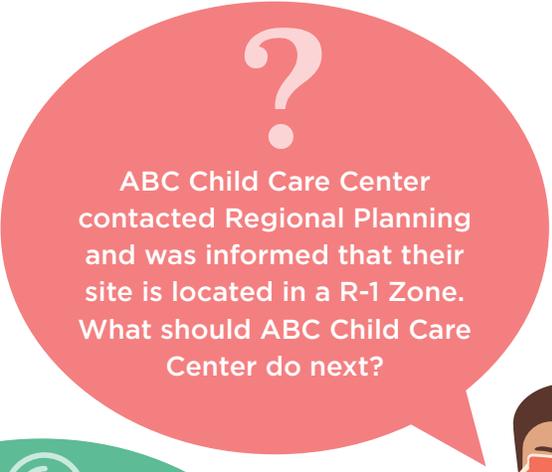
ZONE NAME	M-1 Light Manufacturing	M-1.5 Restricted Heavy Manufacturing	M-2 Heavy Manufacturing	M-2.5 Aircraft Heavy Industrial	M-3 Unclassified	B-1 Buffer Strip	B-2 Corner Buffer Strip
APPROVAL/ PERMIT	CUP	CUP	CUP	CUP	CUP	NOT PERMITTED	SPR

RURAL RESIDENTIAL & SPECIAL PURPOSE ZONES

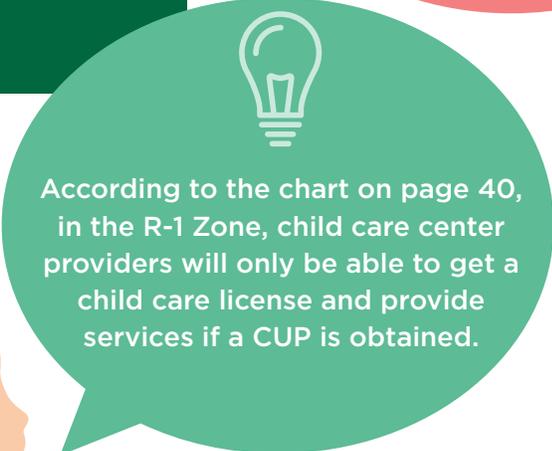
ZONE NAME	C-RU Rural Commercial	MXD-RU Rural Mixed Development	MXD Mixed Development	SP Specific Plan
APPROVAL/ PERMIT	SPR	SPR	SPR	SEE SPECIFIC PLAN

When considering a location for a child care center, a child care provider can find out the zoning information of their potential site by contacting [Regional Planning](#) (see [Resource Directory](#)). Before submitting an application to Regional Planning, it is recommended that child care providers contact Building & Safety and the Fire Department to determine if approvals and/or permits will also be needed from these departments.

In certain zones, child care centers are “not permitted” at all.



ABC Child Care Center contacted Regional Planning and was informed that their site is located in a R-1 Zone. What should ABC Child Care Center do next?



According to the chart on page 40, in the R-1 Zone, child care center providers will only be able to get a child care license and provide services if a CUP is obtained.



A child care provider may be wondering if it would save time to have their renovations or construction plans reviewed by Regional Planning and Building & Safety at the same time (known as concurrent processing).

CONCURRENT PROCESSING

PRO:

Obtain necessary approvals and permits from different departments and possibly save time.

CON:

Potential financial risk because the departments may require changes to the submitted plan(s), which may result in increased costs and additional processing time.

HOW TO APPLY FOR A SITE PLAN REVIEW (SPR)



As shown on the [Table: Zoning Designations in Los Angeles County](#), Site Plan Review (SPR) determines whether a project complies with Los Angeles County zoning rules and any applicable provisions within a Community Standards District (CSD) or special area relative to setbacks (specified distance from property line), parking, height, and related standards. In certain zones within unincorporated areas of Los Angeles County, a SPR is required for a child care center. A SPR is an administrative procedure and does not require a public hearing.

To initiate the SPR process, a child care provider must complete the application form and both the owner of the property and the child care provider (if the child care provider leases the property) must sign the form. The SPR application is available on the [EPIC-LA website](#) (click “Apply,” then click “Plans,” then search “DRP - Base Application - Permits & Reviews”).

Once a child care provider confirms that their use of a site as a child care center will require a SPR, the application process and form is conducted entirely online as follows:

HOW TO APPLY FOR SITE PLAN REVIEW CHECKLIST

- 1. Register or login to an existing account on [EPIC-LA](#).
- 2. Locate the correct application (check with Regional Planning to confirm).
- 3. Download, complete, scan, and submit the application by uploading to the provider's [EPIC-LA account](#) (as created in Step 1 above) by clicking “Apply,” then “Plans,” then searching “DRP - Base Application - Permits & Reviews.”

SPR application materials include:

- Architectural plans¹⁷ (e.g., site plan, floor plan, elevations)
- Detailed project description
- A document that provides proof of who owns the property
- Photographs of the site
- Parking information
- Copy of CCLD license
- Existing building permits (provided by Building & Safety)
- Fees
- Other required documents listed on the [Land Use Application Checklist](#)

***The above items must be submitted to Regional Planning.**

¹⁷ Site plan must be drawn to scale, with the scale indicated on the plan, and fully dimensioned and oriented with the north position toward the top of the page. Information on architects can be found in the Resource Directory at the end of this Toolkit.

SPR REVIEW PROCESS & TIMELINE



Once Regional Planning receives the SPR application materials and indicates that the application is complete, Regional Planning will invoice the child care provider for any fees due and will review the application package including the plan.



If Regional Planning requires any corrections to the plan, the time frame for re-checks may **ADD another 2 to 4 weeks** to the process. Once a SPR is approved, child care providers may proceed to Building & Safety for review.

The SPR process takes approximately 6 to 8 weeks.

SPR FEES



**FOR PROFIT CHILD CARE CENTERS:
\$486.00**



**NONPROFIT
CHILD CARE CENTERS
WITH AN ANNUAL
OPERATING BUDGET
OF LESS THAN \$500,000:
\$253.00**

CONDITIONAL USE PERMIT (CUP) AND MINOR CONDITIONAL USE PERMIT (MCUP)



OVERVIEW

As shown on the [Table: Zoning Designations in Los Angeles County](#), a Conditional Use Permit (CUP) or Minor Conditional Use Permit (MCUP) may be required to operate a child care center and provide services in certain zones. A CUP and MCUP are zoning permits that require approval from the city or county where the property is located and help cities and counties make sure that the use of the property is compatible with surrounding residential, commercial, or other land uses. A MCUP regulates uses and land development that are limited in scope and impacts.

If approved, a CUP or MCUP may come with a set of conditions such as designated hours of operation, rules regarding traffic circulation, parking requirements, etc. When evaluating a CUP or MCUP application, Regional Planning must make specific findings after evaluating factors such as:

- **1) The use's consistency with the [County's General Plan](#);**
- **2) The proposed child care center's impact on the health, peace, comfort, or welfare of persons residing or working in the surrounding area;**
- **3) The size and shape of the proposed site; and**
- **4) The availability of adequate access, public services, and facilities to serve the child care center.**



See the [Guidelines for Writing Your Conditional Use Findings](#) for more information.¹⁸

Preparing the CUP and MCUP application package and undergoing the review process may take time and approval is not guaranteed. Child care providers can obtain assistance in understanding the CUP and MCUP processes by contacting Regional Planning, no-cost legal agencies such as Public Counsel, and/or a consultant. A recommended first step in the CUP and MCUP application process is to contact Regional Planning and consult with a staff planner.

¹⁸ See more information on CUP findings by visiting this website: https://planning.lacounty.gov/assets/upl/data/form_cup-bop.pdf

ENVIRONMENTAL ASSESSMENT FOR CUP & MCUP



An Environmental Assessment is the review of potential environmental effects of a project. An Environmental Assessment is required for a CUP and a MCUP and is prepared in accordance with the California Environmental Quality Act (CEQA) and its guidelines.¹⁹



The child care provider is required to submit an Environmental Assessment Form (EAF) as part of the CUP and MCUP application package and the fee is **\$399.00**



Regional Planning staff will prepare an Initial Study to determine if the project will have potential environmental impacts and will use material from the application package (maps, photographs, development plans), case file, data on file with Regional Planning, and comments from appropriate County agencies and departments. Child care providers may be required to submit technical studies related to traffic, noise, air quality, and other reports associated with the construction and operation of the proposed child care center.²⁰

After assembling all the required materials for a CUP or a MCUP (including the completed EAF), the next step is to contact Regional Planning to schedule a filing appointment. During the appointment a planner will review the application materials. If information or items are missing, the planner will provide a checklist of items that need to be completed and directions for obtaining the required items.



¹⁹ CAL. CODE REGS. tit. 14, div. 6, ch. 3 (2022); https://planning.lacounty.gov/view/ceqa_guidelines

²⁰ Based on review of the initial study, the environmental review will either be 1) a categorical exemption (CE) based on one or more CEQA classes of exemption; 2) a negative declaration (ND) without any mitigation measures; 3) a mitigated negative declaration (MND) with mitigation measures included as conditions of approval; or 4) an Environmental Impact Report (EIR). An EIR is a report to inform the public and public agency decision-makers of potential environmental effects of a proposed project, identify possible ways to minimize those effects, and describe reasonable alternatives to the project. A ND, MND, and EIR may require an additional fee.

PUBLIC HEARING FOR CUP & MCUP

Once the CUP or MCUP application is considered complete by Regional Planning, the appropriate environmental documentation has been prepared, and staff has finished their analysis, the case will be set for public hearing. A public hearing is required before a decision can be made to approve (with or without conditions) or deny an application for a CUP or MCUP for a child care center. Property owners within a 500-foot radius of the site receive a written public hearing notice describing the operations of the proposed child care center. In certain districts/areas the public hearing notice may be sent to property owners within a 1,000-foot radius. The public hearing notice will include the date, time, and location of the hearing. The public hearing notice will also need to be posted on the property.

During the public hearing, Regional Planning staff will present details related to the design and operation of the proposed child care center. The child care provider will also make a presentation at the public hearing about the design and operation of the site as a child care center as well as the need for the center at the selected location and the benefits to the community. The hearing is open to the public for comments and questions.

Meetings
convened
by the
Hearing Officer



are held on the
1st and 3rd
Tuesday of each month

Meetings
convened
by the
**Regional Planning
Commission**



are held on the
**1st, 2nd
3rd, 4th**
Wednesday of each month

**BOTH MEETINGS
BEGIN AT 9:00 A.M**



**Regional Planning Commission
Hearing Room**
150, Hall of Records,
320 West Temple Street,
Los Angeles 90012

Regional Planning staff will prepare a report that will be available for review prior to the public hearing. Before the public hearing, the child care provider should contact the assigned planner to determine if anyone from the public has submitted comments or has questions regarding the child care center.

PREPARING FOR THE PUBLIC HEARING

In order to prepare for the public hearing, the child care provider should consider:

- Talking with future neighbors about their concerns and questions regarding the proposed child care center.
- Notifying the office of the member of the Board of Supervisors responsible for the district where the child care center is located, providing the staff with a project description and the plans, and if appropriate requesting their support.
- Asking supporters to attend the hearing and provide comments supporting approval of the child care center.
- Asking the project architect and other technical consultants to attend the hearing in order to address questions.



The Hearing Officer or Regional Planning Commission may choose to approve (with or without conditions) or deny the application. It may be necessary to continue the hearing to allow Regional Planning staff and the child care provider an opportunity to provide additional information. **The child care provider or other interested party has 14 days to file an appeal. If no appeal is filed, the decision is effective on the 15th day following the date of the decision.**



MONTHS

It currently takes approximately 9 to 12 months to get a public hearing for a CUP or MCUP.

FOR PROFIT CHILD CARE CENTERS:

\$	MCUP Fee
	\$1,864.00
	CUP Fee
	\$3,766.00

NONPROFIT CHILD CARE CENTERS WITH AN ANNUAL OPERATING BUDGET OF LESS THAN \$500,000:

\$	MCUP Fee
	\$1,864.00
	CUP Fee
	\$1,883.00

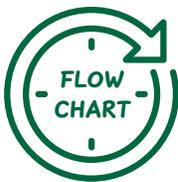
PARKING REQUIREMENT FOR CHILD CARE CENTERS



In the unincorporated areas of Los Angeles County, a child care center must provide onsite parking at a ratio of 1 space per staff member, 1 space per vehicle used directly for the business, and 1 space per 20 children for whom a child care license has been issued. A child care center must also have 1 designated area for on-site drop-off and pick-up of children.



CUP REVIEW PROCESS AND ZONING PERMIT CHECKLIST



Regional Planning has created a [flowchart](#) that outlines the CUP review process and a Zoning Permit [Checklist](#) that identifies the required documents to complete the application package.



BUILDING & SAFETY: PLAN CHECK & BUILDING PERMITS



OVERVIEW

Building & Safety ensures safe building design and construction in the unincorporated areas of Los Angeles County and the following cities: Artesia, Carson, Cerritos, Industry, Irwindale, La Cañada Flintridge, Lakewood, La Mirada, Lawndale, Lomita, Rolling Hills, Rolling Hills Estates, Santa Fe Springs, and Westlake Village. Building & Safety's services include issuing building permits, reviewing and monitoring the design, construction, installation, demolition, and maintenance of privately or publicly owned buildings and structures through the enforcement of the County's building codes and regulations.

Building permits may be required for construction of a new building, a building addition, or renovating an existing building. Generally, building permits are required for the following:

- **New buildings**
- **Additions to buildings**
- **Tenant improvements/renovations to property**
- **Miscellaneous items** (patios, fences over six feet, retaining walls, ADA striping, and path of travel, etc.)
- **Remodels and renovations** (changes in occupancy or use, kitchen remodels, stucco, window(s), and door(s) change outs, etc.)
- **Grading work**
- **New, expanded, or replaced**
 - **electrical items**
 - **mechanical items**
 - **plumbing items**

Prior to obtaining building permits, Building & Safety must review the renovation and/or construction plans to ensure the facility meets Building Code standards. This review process is known as Building Plan Check.

An accurate and detailed set of plans, specifications, and supporting documents are required for most construction projects. Typical minor projects can be reviewed during a visit to a [Building & Safety](#) office or electronically via [EPIC-LA](#), the online portal to Building & Safety's electronic permitting services. For more complex projects, an appointment can be made with a Building & Safety office.



AMERICANS WITH DISABILITIES ACT (ADA)

All child care centers must meet ADA accessibility requirements. The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public.

Child care centers must provide the same ADA features required for commercial buildings. ADA features may include, but must not be limited to, ADA accessible restrooms, interior or exterior ramps, curb ramps, access ramps, ADA door hardware and kick-plates, a clear path of travel from the public right-of-way, non-slip floor surfacing, stair tread stripping, handrail extensions, and clear floor maneuvering dimensions.

Additional information regarding ADA requirements can be found at the California Commission on Disability Access [website](#) and by contacting the Building & Safety Research Section at **(626) 458-3170**.



HOW TO APPLY FOR A PLAN CHECK AND/OR BUILDING PERMIT



Child care providers are encouraged to contact their local [Building & Safety](#) office or use the [EPIC-LA Permit Helper](#) online tool to determine which plans and permits they may need for renovation and/or construction of their child care center. After learning which plan(s) and/or permit(s) are required, child care providers can access the appropriate application(s) on [EPIC-LA](#). On the EPIC-LA site, child care providers can submit plans, specifications, and supporting documents for review and approval, pay permit fees, and apply for a permit. From the EPIC-LA homepage, child care providers can click on “Apply” and use the search feature to look for “Commercial New Construction Building Permit-County,” “Commercial Repair/Replacement Building Permit-County,” and “Commercial Addition/Alteration/TI Building Permit-County.”²¹

It is strongly recommended that child care providers consult with the Building & Safety District Office that serves their child care center site before making financial or construction related decisions.

As part of the Building & Safety process to obtain any necessary building permit(s), child care providers will also need to obtain a Fire Department Plan Check for new buildings, additions to existing buildings, and renovations to an existing building or leased space for a child care center. See page 56 for more information.

²¹ Child Care providers should submit electronic plans as a single PDF and any additional calculations or specifications as separate PDFs. An invoice for the fee will be emailed and linked to the appropriate EPIC-LA accounts and may be paid in person at one of the Building & Safety District Offices or online through EPIC-LA.

PLAN CHECK AND BUILDING PERMIT FEES



The Plan Check and Building Permit Fees vary based on the value of the work. The most recent valuation schedule can be found [here](#).

The minimum fee is \$106.80.

A permit extension fee of 25% of the permit fee is charged for each extension.

Child care providers can also contact Building & Safety at (626) 458-3173 to get more information.

(See [Resource Directory](#) for additional contact information)

PLAN CHECK AND BUILDING PERMIT ISSUANCE TIMELINE AND EXTENSIONS



The Building & Safety Plan Check timeline is between **1 to 3 months** for child care centers depending on the size and complexity of the project.



Every permit issued by Building & Safety will **expire** if the work is not **started within 12 months**.



ONLY 1-2 EXTENSIONS ALLOWED NOT EXCEEDING 180 DAYS

One or more extensions may be granted for a period **not exceeding 180 days** from the date the permit expires.

Typically, only 2 extensions are granted, unless Building & Safety determines there is a hardship.



CHECKLIST: BUILDING/PLAN CHECK APPLICATION

CHECK LIST FOR ITEMS TO BE INCLUDED WITH A BUILDING/PLAN CHECK APPLICATION

- Title Sheet for Plan Set** – The address of the building, and the name and address of the owner(s), and person(s) preparing the plans, legal description, assessor parcel number(s), zoning designation, construction type, occupancy group(s), parking summary, size of property, floor area ratio, and lot coverage tabulations of the lot, tabulation of existing, proposed and required parking spaces, and project description are required on the first sheet of the plan
- Site Plan** – A fully dimensioned site plan showing the location of all property lines, all easements with dimensions, lot area, landscaping, north arrow, all structure-to-property line setback dimensions (existing and proposed), all proposed and existing utility meters, public sewer connections, and fire hydrant locations and the location and dimensions of all walks, driveways, and hardscape. If the architect or engineering professional responsible for the plans is involved and is stamping plans, then one of them must wet stamp and wet sign the site plan.
- Floor Plan** – Fully dimensioned floor plans are required for every affected story. Every room shall identify the existing and the intended use. Door and window schedules shall be provided to identify the dimension and type of doors and windows. The floor plans shall identify all existing and new construction.
- Disabled Access** – Fully dimensioned details indicating compliance with disabled access requirements, including disabled parking spaces, paths of travel from disabled parking spaces to building entrance, building entrance and paths of travel within the building, and disabled access to facilities within the building, including restrooms, telephones, drinking fountains, and counters.
- Exterior Elevations** – Fully dimensioned elevation drawings that show existing and finished grade lines, wall and roof finish material, and the location of all openings. The elevation drawings shall identify the building height at all critical locations. Elevations are only required for new building construction or an addition.

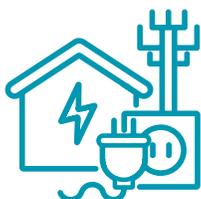
**The above items and a completed application form
must be submitted to Building & Safety.**

Plans, specifications, and supporting documents may be prepared by a licensed civil engineer, architect, or drafts-person. Structural elements of a plan must be reviewed and stamped by a licensed engineer.

BUILDING PERMITS

Once the Plan Check is approved, a building permit can be issued. Permit issuance is dependent upon the approval of other required agencies that may be triggered based on the scope of work. The permit can only be issued to a contractor with the appropriate license(s) and insurance, to the property owner in certain cases, or to an agent representing one of these two permittees.

In addition to a building permit for a newly constructed building, a building addition, or renovation (tenant improvement) to an existing building or leased space, Building & Safety may also require the child care provider to obtain the following permits:



- **Electrical Permit:** This permit is required when installing, altering, reconstructing, or repairing any electric wiring.



- **Mechanical Permit:** This permit is required to install, alter, reconstruct, remove or repair any heating, ventilation or air conditioning, equipment, and duct work.



- **Plumbing Permit:** This permit is required when installing, altering, reconstructing, removing or repairing any plumbing, water piping, fire sprinkler system, lawn sprinkler system, sewage system, or swimming pool piping. It is also required when replacing a water heater.



- **Grading Permit:** This permit is generally required for all on-site grading for a new building or building addition.

Permit fees are determined in relation to the value of the work. The volume of earth handled determines grading permit fees. Fees for other listed permits are based on the number of outlets, fixtures, and/or square footage.

INSPECTION FOR BUILDING PERMITS

All construction or work for which a building permit is required is subject to inspection by Building & Safety. When a permit is issued, an inspection record card is provided to post at the jobsite. When the permitted work reaches a certain phase of construction the permit holder is required to call the [Building & Safety District Office](#) that issued the permit to schedule an inspection. An inspector will review the work for compliance with the requirements of the code(s), the approved plan and specifications, and that the work matches the permit's scope of work.

The number of required inspections depends on the complexity of the job. The inspection record card will indicate at which phase of construction an inspection is required. Generally, all work will need to be inspected before being covered by a building permit. Once the inspector has approved a portion, then the job can progress to the next phase of construction. The project is complete once any required agency approvals have been obtained and the work covered by the permit(s) has passed final inspection (i.e., inspection record card and permit(s) have been signed and dated). Child care providers can contact the [Building & Safety District Office](#) for the cost of the inspection fee.



CERTIFICATE OF OCCUPANCY



A child care center is not permitted to open or operate until Building & Safety has approved the new building, a building addition, or renovation (tenant improvement) and issues a Certificate of Occupancy. The Certificate of Occupancy includes the building permit number, the address of the building and tenant space if applicable, the name and address of the owner and tenant if applicable, a description of that portion of the building for which the certificate is issued, a statement that the described portions of the building complies with the requirements of County Building Code for group and division of occupancy and the use for which the proposed occupancy is classified, and the name(s) of the department engineer(s). The Certificate of Occupancy will be issued after final inspection and all required fees have been paid.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES, COMMUNITY CARE LICENSING DIVISION (CCLD)



OVERVIEW

California Department of Social Services, Community Care Licensing Division (CCLD) issues child care licenses for all child care facilities, which includes all family child care homes and child care centers. CCLD is responsible for ensuring the health and safety of children by overseeing child care facilities and enforcing their compliance with Title 22 of the California Code of Regulations and the California Health & Safety Code.

Although child care providers will obtain any necessary plan checks, plan reviews, and/or permits from the appropriate County departments discussed in this Toolkit, they are required to notify CCLD of certain changes to licensed child care facilities described below.

CCLD REPORTING REQUIREMENTS FOR CHILD CARE CENTER RENOVATIONS AND/OR CONSTRUCTION CHECKLIST

- 1. Prior to making renovations to or starting construction at a licensed child care center, child care center providers must notify CCLD of the the proposed changes, including structural changes that reduce the total amount of indoor or outdoor activity space (such as room additions).²²
- 2. Licensed child care providers should notify CCLD of when renovations or construction are expected to take place and be completed and whether children will have access to the areas under renovation or construction.
- 3. CCLD will need to conduct a site inspection once the renovation/construction is completed to ensure compliance with Title 22 of the California Code of Regulations.
- 4. Once the renovation/construction is completed, licensed child care providers must provide CCLD with a copy of all building inspections required for the renovation or construction.

LOS ANGELES COUNTY FIRE DEPARTMENT (FIRE DEPARTMENT)



OVERVIEW

The Fire Department inspects child care centers to ensure compliance with fire safety standards and to eliminate hazardous conditions that threaten life, environment, and property, which includes ensuring that child care facilities are clean and clear both inside and outside.

FIRE INSPECTION AND APPROVAL PROCESS

If Regional Planning, Building & Safety, and/or CCLD determines that the renovation or construction requires review and approval by the Fire Department, those department(s) will contact the Fire Department to plan an inspection.

A fire inspection of a child care facility typically includes: assessment of exits, lighting, hardware (e.g., doors), smoke detectors, cooking areas/kitchens (including ensuring overhead systems will keep kitchen staff safe), fire alarm panels, as well as a review of the certification of fire prevention equipment. Upon completion of a fire inspection, the Fire Department will submit their findings to CCLD.

FIRE DEPARTMENT PLAN CHECK

As part of the Building & Safety process to obtain any necessary building permit(s), child care providers will also need to obtain a Fire Department Plan Check for new buildings, additions to existing buildings, and renovations to an existing building or leased space for a child care center. The Fire Department Plan Check application can be found [here](#).

THE FEE FOR FIRE DEPARTMENT PLAN CHECK OF A CHILD CARE CENTER IS

\$

\$920.00

**with additional fees charged for review
of alarm plans and fire sprinkler plans.**

CHILD CARE CENTER FACILITIES DEVELOPMENT CHECKLIST

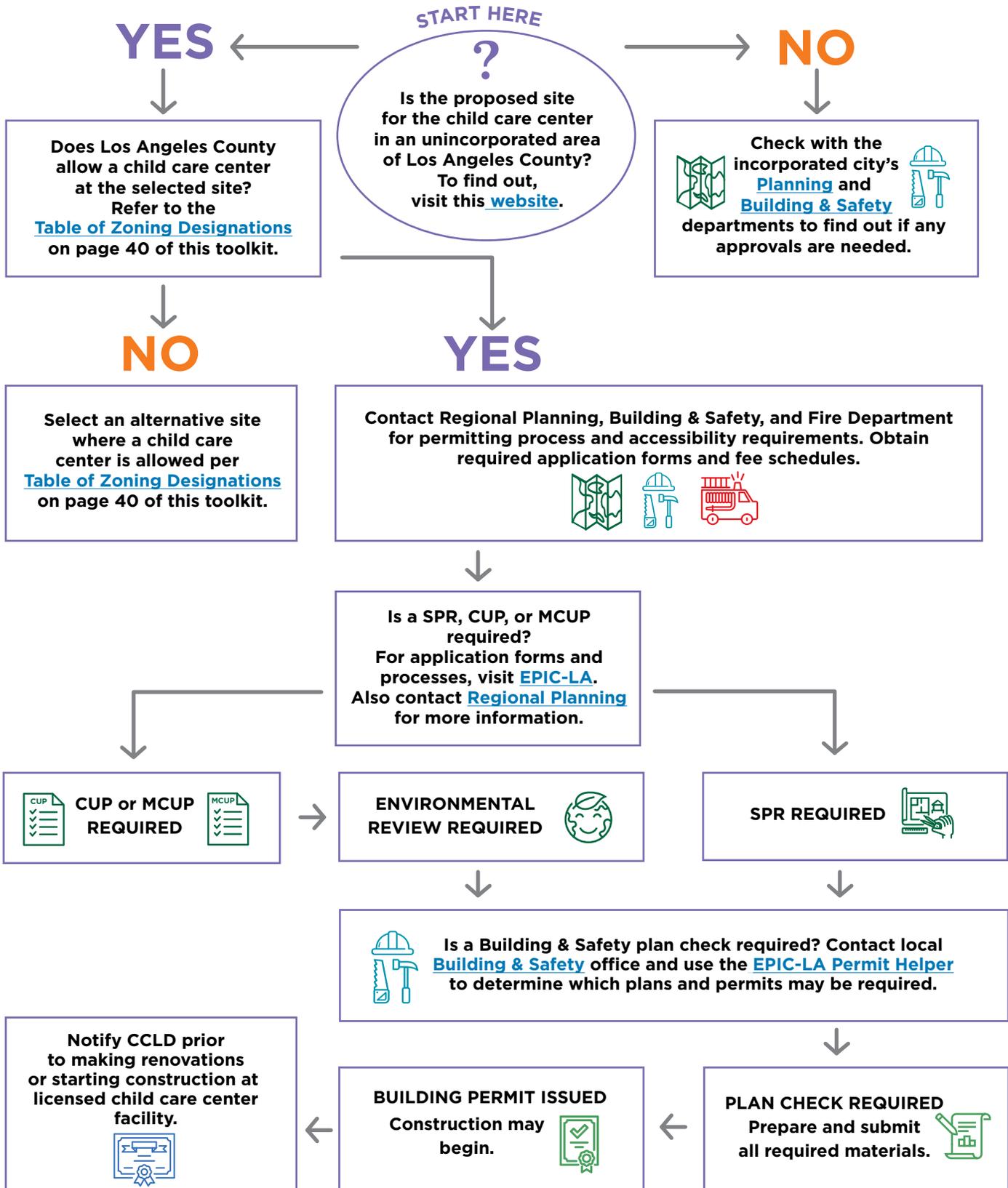
CHECKLIST OF STEPS FOR CHILD CARE CENTER FACILITIES DEVELOPMENT

- 1. Find an appropriate site for the child care center.
- 2. Once a child care center site has been identified and it is confirmed that the site is located in unincorporated areas of Los Angeles County by visiting this [website](#), child care provider should contact Regional Planning, Building & Safety, and the Fire Department to find out if the site requires any zoning, building, and/or fire permits.
- 3. A child care provider can find out the zone of their selected child care center site and if they will be required to obtain a Site Plan Review (SPR), a Minor Conditional Use Permit (MCUP), or a Conditional Use Permit (CUP) in order to use the property as a child care center by contacting [Regional Planning](#) at (213) 974-6411.
 - Note: Depending on the information provided by Regional Planning, child care provider may be required to submit application and supporting documents for SPR, MCUP, or CUP. MCUP and CUP will require a public hearing.
- 4. Certain renovations and construction of child care center facilities will also require Building & Safety Plan Check in order to obtain necessary building permits. Child care providers are encouraged to contact their local Building & Safety office or use EPIC-LA Permit Helper online tool to determine which plans and permits they may need.
 - Note: All construction or work for which a building permit is required is subject to inspection by Building & Safety. The Certificate of Occupancy will be issued after the final inspection and all required fees have been paid.
- 5. As part of the Building & Safety process to obtain any necessary building permit(s), child care providers will also need to obtain a Fire Prevention Plan Check for new buildings, additions to existing buildings, and renovations to an existing building or leased space for a child care center. The Fire Prevention Plan Check application can be found [here](#).
- 6. Child care providers with a child care center license issued by CCLD are required to notify CCLD prior to renovating or doing construction at the child care center facility.

CHILD CARE CENTERS

FLOW CHART ON PERMITS/APPROVALS FOR CHILD CARE CENTERS

* Contact CCLD regarding license requirements for a child care center.
 Note: CCLD will not issue a child care center license unless the site has all necessary zoning, building, and fire permits and clearances. 



CHILD CARE CENTERS

FEES FOR:  **REGIONAL PLANNING**  **BUILDING & SAFETY**  **FIRE DEPARTMENT**



Government entities often charge fees to recover their costs for conducting business, including the regulation of child care facilities. The chart below illustrates the relevant government entities and their fees. Note that fees are subject to change in some cases annually and should be confirmed with the relevant agency.²³



REGIONAL PLANNING FEES

ZONING PERMIT	FOR PROFIT CHILD CARE CENTERS	NONPROFIT CHILD CARE CENTERS WITH TOTAL BUDGETS UNDER \$500,000
SITE PLAN REVIEW SPR	\$486.00	\$253.00
MINOR CONDITIONAL USE PERMIT (MCUP)	\$1,864.00	\$1,864.00
CONDITIONAL USE PERMIT (CUP)	\$3,766.00	\$1,883.00
ENVIRONMENTAL ASSESSMENT/INITIAL REVIEW	\$399.00	\$399.00



LOS ANGELES COUNTY FIRE DEPARTMENT FEES

FIRE DEPARTMENT	FEE
FIRE BUILDING PLAN CHECK	\$920.00
FIRE SPRINKLER PLAN CHECK (fee based on number of sprinkler heads)	MORE INFO
FIRE ALARM PLAN CHECK (fee based on number of devices)	MORE INFO
FIRE SAFETY CLEARANCE	NO FEE



BUILDING & SAFETY FEES

BUILDING & SAFETY	FEE
PLAN CHECK	\$106.80 minimum
BUILDING & SAFETY PERMIT ²⁰	Based on value of work

²³ Fees listed in this Toolkit are current as of September 2022.

RESOURCE DIRECTORY

This Resource Directory includes links, contact information, and summaries about the government agencies, nonprofit agencies, and trade associations referenced in this Toolkit.

GOVERNMENT AGENCIES



California Department of Social Services, Community Care Licensing Division (CCLD)

(916) 654-1541 | www.cdss.ca.gov

The Community Care Licensing Division's (CCLD) mission is to promote the health, safety, and quality of life of each person in community care through the administration of an effective collaborative regulatory enforcement system. The Child Care Licensing Program provides oversight and enforcement for licensed child care centers and family child care homes through 19 Regional Offices located throughout California. A list of local Regional Offices can be found [here](#).



Los Angeles County Board of Supervisors

(213) 974-1411 | www.bos.lacounty.gov

The Board of Supervisors is the governing body of the County of Los Angeles, a charter county. As such, it has the unique function of serving as the executive and legislative head of the largest and most complex county government in the entire United States. A civil service staff which performs the duties for the County departments and agencies serves the needs of the County's population of more than 10 million people. The Board of Supervisors also oversees zoning appeals and is responsible for municipal services for the county's 88 unincorporated areas.



Los Angeles County Department of Regional Planning (Regional Planning)

(213) 974-4103 | www.planning.lacounty.gov

The Department of Regional Planning (Regional Planning) performs all land use planning functions for the unincorporated areas of Los Angeles County. Their services include long range planning, land development counseling, project/case intake and processing, environmental review, and zoning enforcement for each of the County unincorporated communities. A list of Regional Planning field offices can be found [here](#).



Los Angeles County Fire Department (Fire Department)

(323) 881-2411 | www.fire.lacounty.gov

The Fire Prevention Division focuses on educating the community about the benefits of proper safety practices and identifying and eliminating all types of hazardous conditions, which pose a threat to life, the environment, and property. The Fire Prevention Regional Units have offices located throughout Los Angeles County and are divided into three geographical regions: North, Central, and East Regions.



Los Angeles County Office for the Advancement of Early Care and Education (OAECE)

(213) 974-6411 | www.childcare.lacounty.gov

The Office for the Advancement of Early Care and Education (OAECE) shapes policy recommendations, facilitates planning, and provides a range of services aimed at improving the availability, quality, and access to early care and education programs. OAECE supports efforts to promote informed parents' choice of early care and education services and the meaningful engagement of parents in those services. And finally, OAECE works across disciplines to promote access to concrete supports that families need.

GOVERNMENT AGENCIES (continued)



Los Angeles County Public Works, Building & Safety Division (Building & Safety)
 (626) 458-3173 | www.dpw.lacounty.gov

The Department of Public Works, Building & Safety Division (Building & Safety) has been providing services to ensure safe building design, construction, approval of completed building projects and providing code enforcement since the adoption of County building codes and standards in March 1933. Building & Safety provides building permits, review and monitoring of the design, construction, installation, demolition, and maintenance of privately-owned buildings and structures through the enforcement of the County’s building codes and regulations. Building services are provided to unincorporated communities at the Public Works headquarters, at one of the 11 Building and Safety District Offices serving unincorporated communities, and at the 14 Contract City Offices serving incorporated cities. Permit applications and permits may be submitted and obtained online through the [EPIC-LA website](#).

NONPROFIT AGENCIES

No-Cost Legal Assistance

Child Care Law Center
 (415) 558-8005 | www.childcarelaw.org

The Child Care Law Center focuses on increasing affordable child care for families with low incomes, equitable pay for family child care providers, and rights for children with disabilities through legislation, advocacy and litigation. The Child Care Law Center provides resource guides and no-cost legal advice to child care providers.

Public Counsel
 (213) 385-2977 x 300 | www.publiccounsel.org

Founded in 1970, Public Counsel is the nation’s largest provider of no-cost legal services, utilizing an innovative legal model to promote justice, hope, and opportunity in lower-income and communities of color. Public Counsel’s Early Care and Education Law Unit is the only provider of free legal services for child care providers in LA County. The program’s goal is to maintain and increase the supply of quality early care and education in Los Angeles County by helping providers overcome barriers to opening and operating child care programs. Public Counsel assists with issues to support both family child care providers and nonprofit child care centers, including: landlord discrimination against in-home day care providers; land use/zoning barriers imposed by local jurisdictions; compliance with state licensing regulations; navigating business issues related to liability and risk management; drafting contracts and other transactional documents that will protect the provider and their business; and understanding and complying with employment laws.

Resources And Support For Child Care Providers

California Child Care Resource and Referral Network (R&R)

(415) 882-0234 | www.rrnetwork.org

Child Care Resource and Referral agencies (R&R) are state-funded, community-based programs that exist in every county in California. R&Rs make up a well-developed system that supports parents, child care providers, and local communities. Local resource and referral agencies maintain comprehensive databases of child care providers in their communities, including licensed family child care homes and child care centers; track providers' licensing status, the languages they speak, the age groups they serve, the schedules they offer, and the number of spaces available in centers or family child care homes; work with child care providers to improve the quality of care and to maintain and expand the supply in their county; provide training and other services that help child care providers stay in business; and educate local communities and leaders to understand child care issues and plan to address child care needs. R&R services are free and available to all child care providers.

The Child Care Alliance of Los Angeles

(323) 274-1380 | www.ccala.net

The Child Care Alliance of Los Angeles (CCALA) is a partnership of ten Resource and Referral and Alternative Payment agencies in Los Angeles County. Together, the ten agencies deliver services to thousands of families and child care providers across Los Angeles County. Services include assisting families in finding and identifying quality child care and other existing supportive services in the community; offering comprehensive training and other workforce professional development for child care providers; providing subsidized child care vouchers to eligible families; and conveying information to families and child care providers on topics such as advocacy, health, nutrition, and other family-strengthening initiatives. CCALA's countywide, partner agencies have the ability to provide comprehensive child care and early learning services and programs, reach providers, families, and children at a grass-roots level in multiple languages, and have the cultural competencies and strong understanding of their unique communities to work effectively with diverse clientele.

TRADE ASSOCIATIONS

The American Institute of Architects (AIA)

(800) 242-3837, option 2 | www.aia.org

The American Institute of Architects (AIA) is a professional organization for architects in the United States. Headquartered in Washington, D.C., the AIA offers education, government advocacy, community redevelopment, and public outreach to support the architecture profession and improve its public image. The AIA firm directory linked above offers a list of AIA member architects to choose from based on location.

The American Society of Civil Engineers (ASCE)

(800) 548-2723 | www.asce.org

The American Society of Civil Engineers (ASCE) represents more than 150,000 members of the civil engineering profession in 177 countries. Founded in 1852, ASCE is the nation's oldest engineering society. A civil engineer with experience in educational facilities can be found by contacting ASCE.

FORMS

- [Application for Building Permit/Plan Check](#)
- [California Environmental Quality Act Guidelines](#)
- [Conditional Use Permit Forms](#)
 - [Zoning Permit Instructions & Checklist](#)
 - [Application Process Flowchart](#)
 - [Guidelines for Writing Your Conditional Use Permit Findings Statements](#)
 - [CUP Statement of Findings](#)
 - [CUP Modification Findings](#)
 - [Ownership and Consent Affidavit](#)
 - [Environmental Assessment Information Form](#)
 - [Parking Matrix Form](#)
 - [Parking Matrix Form Spanish](#)
- [Fire Prevention Plan Check Application](#)
- [Minor Conditional Use Permit Forms](#)
 - [Minor Conditional Use Permit Checklist](#)
 - [Guidelines for Writing Your Conditional Use Permit Findings Statements](#)
 - [Minor CUP Statement of Findings](#)
 - [Environmental Assessment Information Form](#)
- [Property Owner/Landlord Consent - Family Child Care Home \(LIC 9149\)](#)
- [Property Owner/Landlord Notification - Family Child Care Home \(LIC 9151\)](#)
- [Site Plan Review Land Use Checklist](#)



PUBLICATIONS

- [Building & Safety Plan Check Valuation Schedule](#)
- [CUP Review Process Flowchart](#)
- [Fair Housing Protections for Family Child Care Providers](#)
 - English, Spanish, Chinese, Farsi, Korean, Russian, Somali, Tagalog, Vietnamese
- [Guidance for Family Day Care Homes](#)
- [Landlord-Tenant Family Child Care Provider Guide](#)
- [Regional Planning Filing Fees](#)
- [Zoning, Business and Housing Resources for Family Child Care Providers](#)

