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# Day Care/Preschool Home Business License Application Process

North Ogden City will need the following before a day care/preschool business license is issued	
1. City Form	Home Occupation Business License application (\$100 fee). Renews yearly (\$75 fee)
2. Business Name	Name Registration Certificate from Utah.gov (corporations.utah.gov)
3. Background Check	<u>Original</u> Background Check (for applicant, employee[s], adult residents)
4. State License	Photocopy of State of Utah day care license.
5. City Form	Land Use Development <u>and</u> Site Plan Review Application (\$730 one time fee). <a href="http://www.northogdencity.com/departments/planning-zoning/applications-and-forms">http://www.northogdencity.com/departments/planning-zoning/applications-and-forms</a>

Steps	Forms/Approvals
1	<b>Bureau of Criminal Identification (BCI):</b> Utah Dept of Pubic Safety 3888 W 5400 S, Taylorsville, UT 84129, (801) 965-4445 (only the original document will be accepted) UT Check - \$15 (additional copies: without a record - no cost for 3 add. copies/with a record - \$15 for each add. copy) Open Mon- Fri, 8am-5pm (Please be there by 4:30 to be finished by 5)
2	<b>For Day Care Only - NOT Preschool</b> Child Care State License - Health Services (health.utah.gov/licensing), 3760 S Highland Dr #403, Salt Lake City, UT 84106, 801-273-6617. Hours of Operation Mon-Fri, 8am - 5pm
3	<b>Business Name:</b> Registered with utah.gov at the Dept. of Corporations (corporations.utah.gov)
4	<b>North Ogden City: Home Occupation License Form</b> with fee
5	<b>North Ogden City: Land Use Development and Site Plan Review Application</b> with fee - showing square footage of (a) yard area to be used for outside play, and (b) interior floor area (with day care area designated).
6	<b>Fire Inspection</b> - North View Fire District to schedule appt. (801) 782-8159 Day Care/Preschool owner is responsible to schedule yearly fire inspection.

## Day Care Regulations - North Ogden City Code 11-10-10

Daycare businesses can accommodate up to 16 children.  
 The business owner must be a bona fide resident of the home.  
 If there are more than 8 children, one additional state-certified person may be employed.  
 The day care business shall not occupy more than 50% of the ground floor area and have a minimum of 35 sq. ft. per child provided.  
 A Minimum of 40 sq. ft of outdoor play area per child must be provided and fenced.  
 A safe drop-off area is the responsibility of the daycare/preschool owner.  
 No person(s) who has/have been convicted of a sexually oriented crime may operate, be employed by, or reside at a dwelling that is used for a day care/preschool business.

## Preschool Regulations - North Ogden City Code 11-10-35

Preschools in a residence operate 4 hours or less per session a day and teach more than 9 children, but not more than 14 children.  
 All other conditions are the same as the day care home business.