

STEPS TO OPEN A CHILD CARE CENTER

1

Requirements

If zoning permits child care centers, find a [licensed architect](#) who determines if the space aligns with:
Indoor space requirements
Outdoor space requirements
Building code requirements
Fire code requirements
And it is a [safe space](#).

2

Plans

If the space aligns with all requirements, the architect will **draw and stamp the plans** of the layout of the space. They must include the **number of children and their age groups**.

*Details of what needs to be included in plans provided!

3

Submit Plans

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

4

Revision

The plans will be reviewed by a plans examiner. If the design meets the codes* the permit will be issued. The permit is good for 6 months after the date of issue.

***When they need more information they will let you know.**

5

Permits

Once you print your permit, you can begin the work. Remember to call for your required inspections. After completion of the work and inspection process, you may apply for:
1) [Certificate of Use and Occupancy](#) which will also include the
2) Certificate of inspection process



Code Requirements



Indoor Space

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



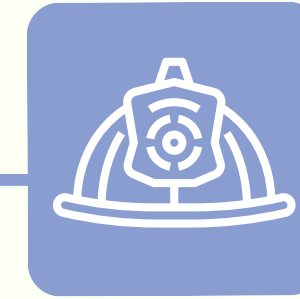
Outdoor Space

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



Building Code

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



Fire Code

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



Plans Requirements



Indoor Space

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



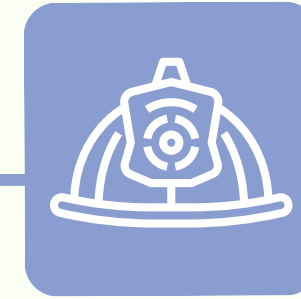
Outdoor Space

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



Building Code

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



Fire Code

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