



CHILD CARE

PERMITTING INSTRUCTIONS

- All Child Care Centers and Family Day Care Facilities are required to obtain a Permit to Operate as such and may be required to obtain a Permit to Operate a Food Establishment as well.
- The application process begins with completing a Plan Review. Please read the below instructions carefully.

Plan Review Requirements

New Construction or Remodeling: Plan reviews are **due at least 45-days prior to construction start date.**

New Establishment - in an existing structure: Plan reviews are **due at least 45-days prior to desired opening date.**

Prior Permitted Establishment with a permit that has been expired for more than 6 months: Plan reviews are **due at least 45-days prior to desired opening date.**

Please Note

If your establishment is serving food, you may also be required to complete a **Food Establishment Plan Review (SF-35)** and a **Food Establishment Permit Application (SF-5)**. This requirement is based on the type of food being sold/served. Regulations can be found on our website. Please contact us for determination if you are unsure.

Child Care Plan Review Fees

Family Day Care Facility: (7-12 child count):	\$150.00
Child Care Center: (13-25 child count):	\$250.00
Child Care Center: (26 and over child count):	\$350.00

Plan Review (SG-99) Submission - Checklist

Please use the checklist below to ensure your Plan Review submission is complete.
Incomplete packages will be returned.

- Download** the **Child Care Plan Review Application** from our website under Child Care Centers.
<https://www.jchdvw.org/environmentalhealth/>
- Complete** all pages of the Plan Review.
- Include** Plan Review Fee from above (see page 7 for payment options).
- Submit** Plan Review and payment to: Patti.J.Richardson@wv.gov (see page 7 for other submission options).

Application for a Permit to Operate Child Care (SG-49)

You will also need to complete an Application for a Permit to Operate.

Permit to Operate Fees (Child Care Permit)

Once your completed Plan Review packet has been received, you will receive an emailed invoice with all permit fees that are due. These Permit fees are separate from the Plan Review fees and are prorated, if needed, for the term remaining in the permit period. We cannot begin the permitting process until this invoice is paid in full.

Permit to Operate (SG-49) Submission -Checklist

Please use the checklist below to ensure your submission is complete.

- Download** the **Child Care Center Permit Application** from our website under Child Care Centers.
<https://www.jchdvw.org/environmentalhealth/>
- Include** your email address on the form.
- Submit** this form along with your Plan Review Packet and Plan Review payment.
- Watch your email** for the permit fee(s) invoice. We cannot begin the permitting process until this invoice is paid in full. (see page 7)

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Child Care Centers SERVING FOOD

Contact our office if you are unsure if you need a food permit. If you do, please follow the checklist below.

Food Plan Review (SF-35) Submission - Checklist

Please use the checklist below to ensure your Plan Review submission is complete.
Incomplete packages will be returned.

- Download** the **Food Establishment Plan Review Application** from our website under Food Establishments
<https://www.jchdvw.org/environmentalhealth/>
- Complete** all pages of the Food Plan Review
- Include** a Menu.
- Include** a Floorplan drawing of kitchen layout.
- Include** All equipment specifications.
- Include** copies of CFPM(s) (see our website under Environmental Health/Food Handler's Card Requirements for information on obtaining a CFPM or Food Card).
- Food Plan Review Fee is **waived if** you paid for the Child Care Plan Review.
- Submit** along with your Child Care Plan Review Packet.

If serving food, you will also need to complete

Application for a **Permit to Operate** a Food/Retail Establishment

Permit to Operate Fees (Food Permit)

Once your completed packet has been received, you will receive an emailed invoice with all permit fees that are due. The Permit fees are separate from the Plan Review fees and are prorated, if needed, for the term remaining in the permit period. We cannot begin the permitting process until this invoice is paid in full.

Permit to Operate (SF-5) Submission -Checklist

Please use the checklist below to ensure your submission is complete.

- Download** the **Food Establishment Permit Application** from our website under Food Establishments
<https://www.jchdvw.org/environmentalhealth/>
- Include** your email address on the form.
- Include** the number of seats and meals.
- Submit** this form along with your Food Plan Review Packet.
- Watch your email** for the permit fee(s) invoice. We cannot begin the permitting process until this invoice is paid in full. You may use the Pay Online option once you receive this invoice. (see page 7)



Payment Options and Submission

Check Payments:

Please make checks **payable to Jefferson County Health Department** and **include a phone number on the top of the check**. Mail to the address above or drop in the lock box outside our back door marked Environmental.

Credit Card Payments: 3.99% Fee applies to all Credit Card Transactions

Pay Via Form Below: Complete the credit card section below and submit along with your application via email, fax, mail or drop in the lock box outside our back door marked Environmental.

Pay Online: To use this option.

- You MUST submit your application(s) along with this payment form.
- Do not try to pay with the pay online button on our website as it will not work. You must receive a payment link to pay online.

I AM REQUESTING A PAYMENT LINK (check here): _____

Email all permit applications and payments to: Patti.J.Richardson@wv.gov

PLEASE NOTE:

We are unable to accept credit card payments over the phone.

Credit Card Payment:

There is a 3.99% fee on all credit card payments.

Card Holder Name: _____

Account # _____

Expiration Date: _____ Security Code: _____ Amount: _____

Signature: _____

Required Forms for Child Care Facility

Child Care Plan Review Application (SG-99)
Child Care Center Permit Application (SG-49)

Required Forms if serving food

Food Establishment Checklist for New/ Remodeled/ Change of Ownership (information Packet)

Food Establishment Plan Review (SF-35)
Food Establishment Permit Application (SF-5)

Website

Additional forms mentioned can be found at the following link:

<https://www.jchdvw.org/environmentalhealth/>