



City of Farmington Hills

31555 Eleven Mile Road, Farmington Hills, Michigan 48336-1165

HOME DAY CARE BUSINESS APPLICANTS

Per City Ordinance, all home occupation businesses in Farmington Hills must be registered with the City. This is processed through the City Clerk's office.

PLEASE COMPLETE THE FOLLOWING STEPS WHEN APPLYING TO OPERATE A DAY CARE FROM YOUR HOME:

- ◆ **OBTAIN A HOME OCCUPATION BUSINESS REGISTRATION PACKET FROM THE CITY CLERK'S OFFICE**

- ◆ **RETURN THE FOLLOWING TO THE CITY CLERK'S OFFICE:**
 - ◆ **COMPLETED APPLICATION**
 - ◆ **APPROPRIATE FEE**
 - ◆ **COPY OF DBA PAPERS**
 - ◆ **COPY OF STATE LICENSE**
 - ◆ **COPY OF STATE APPLICATION FORM**

UPON RECEIPT OF THE ABOVE DOCUMENTS, YOUR APPLICATION WILL BE

SUBMITTED TO THE ZONING DEPARTMENT, BUILDING DEPARTMENT, AND FIRE DEPARTMENT FOR THEIR REVIEW, INSPECTION AND APPROVAL. ONCE APPROVALS ARE RECEIVED YOU WILL BE NOTIFIED.

PLEASE NOTE THAT YOUR APPLICATION IS NOT COMPLETE UNLESS YOU HAVE COMPLETED BOTH THE BUSINESS APPLICATION AND THE ZONING INFORMATION WORKSHEET

***** INFORMATION REGARDING HOME DAY CARE FACILITIES *****

THE CITY OF FARMINGTON HILLS REQUIRES THE REGISTRATION OF ALL HOME DAY CARE FACILITIES OPERATING IN THE CITY PURSUANT TO CITY ORDINANCE.

- 1. All applicants must be licensed with the State of Michigan prior to registering with the City of Farmington Hills. For information on state licensing, please contact the State Bureau of Licensing in Lansing at (517) 373-8300. Once a State license is obtained, an applicant can proceed with the registration requirements of the City of Farmington Hills. The Local phone number for checking state licenses is (248) 975-5050.**
- 2. The person issued the state home day-care license shall occupy the dwelling as a residence and shall operate and be responsible for the day care home.**
- 3. The licensee shall register with the city clerk upon being licensed by the State of Michigan and before commencing operation and on an annual basis each January thereafter. The licensed premises shall be subject to annual fire and building inspections, shall provide a smoke detector in all daytime sleeping areas and otherwise comply with applicable building and fire codes.**
- 4. The hours of operation shall be limited to the period between 6:00 a.m. and 10:00 p.m.**
- 5. No sign accessory to the home shall be permitted.**
- 6. A home day care facility shall not be located closer than seven hundred and fifty (750') feet to another registered day care home. The distance required above shall be measured from the respective point on each property line that is nearest to the other. (Note: This provision shall not apply to any state licensed day care home existing and in legal operation as of the date of enactment of Ordinance C-9-05 (October 24, 2005).**
- 7. No more than one (1) employee shall be permitted on the premises at any time, and any vehicle owned by such employee must be parked in an approved paved or graveled area on the premises. The above limitation on the number of employees does not include immediate family members of the licensee who are employees and who occupy the dwelling as his/her permanent residence.**
- 8. If the day care home is located on a major or secondary thoroughfare, the driveway shall be designed so that vehicles can exit the site without having to back onto the major or secondary thoroughfare.**

Sec 34-3 Zoning – *State-licensed day care home* means a private home that is licensed by the State of Michigan pursuant to applicable laws for the operation of a child day care home and in which not more than twelve(12) minor children are given care and supervision for periods of less than sixteen (16) hours a day unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage or adoption. State-licensed day care home includes a home in which care is given to an unrelated minor child for more than four (4) weeks during a calendar year.



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HOME DAY CARE REGISTRY APPLICATION

_____ INITIAL \$150.00
_____ RENEWAL \$75.00
_____ LATE FEE \$25.00

Business Name/ (DBA) _____
(Name Doing Business Under)

Address _____ Farmington Hills, MI Zip _____ Phone # _____

Owners Name _____ Phone # _____

Address _____ Farmington Hills, MI Zip _____ Phone # _____

Hours of Operation _____

Emergency Contact Name _____ Phone # _____

Are you licensed with the State of Michigan? YES _____ NO _____

State Day Care License No. _____ Expiration Date: _____

Number of children _____ Ages of children _____

Do you use/store any toxic/hazardous materials? YES _____ NO _____

(If yes, please provide a listing of toxic/hazardous materials used on separate sheet and indicate where stored)

PLEASE ATTACH A COPY OF YOUR DBA PAPERS. THE CITY MUST HAVE A COPY OF THESE PAPERS PRIOR TO PROCESSING THE APPLICATION.

REGISTRATION FEE: _____

LATE FEE: _____

TOTAL DUE: _____

I hereby certify that the above information is true and accurate to the best of my knowledge and further understand and represent that if any changes to the above information are made, that said information will be supplied to the City immediately. I further understand that any misstatements and inaccuracies in the application are grounds for immediate termination of said registration. To the best of my knowledge, the subject property is in compliance with the Fire Prevention Code and the Building Code, and upon inspection if not in compliance, I agree to comply with stated requirements in a timely fashion.

I agree to operate my Home Day Care within the requirements of the City Code - Ordinance C-9-05.

Signature _____

NOTARY

On the _____ day of _____, 20____ before me personally appeared _____.

Name of Notary _____

_____ County, State _____

Commission Expires _____

FOR OFFICE USE ONLY	DEPARTMENT	APPROVAL YES/NO	SIGNATURE AND DATE INSPECTED
	ZONING	_____	_____
	FIRE DEPT.	_____	_____
	BUILDING	_____	_____