

# Opening a Childcare Center: What you need to know

## *Operating License/ Intent to Operate:*

### **1. Department of Children and Families**

DCF Child Care Licensing – District One  
160 Government Street, Suite 6110  
Pensacola, FL 32502  
850-595-8142

<http://www.dcf.state.fl.us/childcare/>

<https://training01-dcf.myflorida.gov/cclpolicy/RulesandStatutes/65C-22.pdf>

\*If the child care center obtains a DCF license, a DOH child care operating permit is also required.

FEES: Child care operating permit (due annually)

Total DCF/DOH approved capacity \* \$6.00 = maximum of \$600.00

### **2. Religious Exemption**

-If a child care facility is licensed under a religious organization, a DOH exemption is granted and there will be no inspections performed or fees collected for child care.

-A food service permit is still required by DOH if any cooking/portioning of snacks or meals takes place for this facility.

FEES: Religious exempt food service (due annually)

Childcare Full Kitchen \$270.00

Childcare Snack Only \$218.00

## *New Facility:*

\*Be familiar with all the codes associated with FAC 64E-11 and the specific facility requirements for food service.

<http://www.doh.state.fl.us/environment/community/food/64e-11.pdf>

## **1. New Construction/ Existing Building with Structural Modifications**

Permitting/ Plan Review/ Inspections

- Plans must be submitted and additional information will be collected by the corresponding building inspections office
- A DOH inspector will review and approve submitted plans

*Escambia County:*

Escambia County Building Inspections  
3300 N. L St. Suite 300  
Pensacola, FL 32505  
850-595-3550

Planning and Zoning  
850-595-3475

*City of Pensacola:*

Pensacola City Building Inspections  
180 Governmental Center  
Pensacola, FL 32501  
850-436-5600

Planning and Development Services  
222 W. Main St  
Pensacola, FL 32502  
850-435-1670

If your new facility will be on a septic tank system, obtain a permit from:

Florida Department of Health –  
Environmental Health Services  
1300 W. Gregory St  
Pensacola, FL 32501  
(850) 595-6700

New Septic System Permit FEE: \$550.00

\*SEE Section 3 below- Food Service

*Existing Facility or Building:*

## **2. Transfer of Ownership/ Operating in a previously permitted child care facility**

DOH requirements:

- \*Floor Plan to scale of child care facility
- \*Site Plan to Scale

\*Facility and Food Service Requirements must be up to code

Child Care: FAC 65C-22  
Food Service: FAC 64E-11  
Septic Tanks: FAC 64E-6

### **3. Food Service**

DOH requirements:

- a. Application for a sanitation certificate (see attached)  
<http://www.doh.state.fl.us/environment/community/food/DH4086.pdf>
- b. Food Establishment Plan Review Guide (see attached)
- c. Menu (snacks and meals)
- d. Floor plan of kitchen (to include all required sinks, appliances, storage etc...)
- e. FEES: Childcare Full Kitchen \$270  
Childcare Snack Only \$218

### **4. Septic Tank or Public Sewer?**

<http://www.doh.state.fl.us/environment/ostds/pdffiles/forms/64e620070924.pdf>

\*If sewer is available your facility must connect.

\*If sewer is not available, apply for an existing

- 1.) Have the tank pumped and certified by a registered septic tank contractor.
- 2.) Bring pump out/certification to:

Florida Department of Health –  
Environmental Health Services  
1300 W. Gregory St  
Pensacola, FL 32501  
(850) 595-6700

- 3.) Bring a site plan and floor plan of your facility
- 4.) Apply for an existing system, modification, or new system permit
- 5.) FEES:

|                         |          |
|-------------------------|----------|
| New System Replacement: | \$550.00 |
| Existing System:        | \$235.00 |
| Repair:                 | \$350.00 |
| Modification:           | \$295.00 |

\*The tank size (in gallons) and square footage of drain field at your facility this will determine your final maximum DCF capacity of children and employees.