



Family Daycare Home Checklist

For 5-12 children (aka Licensed Family Day Homes)

If you have a printed copy of this checklist, access it online to open the various links below by visiting this URL: <https://www.fairfaxva.gov/home/showdocument?id=25311>

Please complete the items in the checklist below to open an in-home childcare facility for **5-12 children** in the City of Fairfax. All items under the same step number can be completed simultaneously. Please also view the [Family Daycare Home \(5-12 Children\) flowchart](#) that accompanies this checklist.

If you have questions, please contact the appropriate City department as identified below. Suite numbers indicate where in City Hall the respective Departments can be found.

✓	Step	Item	Instructions	Department	Suite #	Phone	Email
	1	Apply for a Special Use Permit		Community Development	207	703-385-7830	Zoning@fairfaxva.gov
	2	Receive approval of Special Use Permit ^A	See step 1				
	3	Apply for a Virginia Family Day Home License ^B		VDOE	See note ^C	833-778-0204	childcarelicensing@doe.virginia.gov
	3	Apply for a Business License		Revenue	224	703-385-2884	Revenue@fairfaxva.gov
	3	Apply for a Building and Zoning Permit ^D		Code Admin	208	703-385-7830	CodeAdministration@fairfaxva.gov
	3	Apply for Trade Permits ^D		Code Admin	208	703-385-7830	CodeAdministration@fairfaxva.gov
	4	Pass Building and Trade Inspections ^D		Code Admin	208	703-385-7830	CodeAdministration@fairfaxva.gov
	5	Pass Fire Prevention Code (FPC) Inspection for Home Child Care ^E	N/A	Code Admin	208	703-385-7830	CodeAdministration@fairfaxva.gov
	6	Receive Virginia Family Day Home License from the state	See step 4				
	6	Receive Business License and Residential Accessory Use Permit for Major Home Occupation ^A	N/A	Revenue	224	703-385-2884	Revenue@fairfaxva.gov
** Operations can now begin **							
	7	Request a Ribbon Cutting (optional)		Economic Development	10300 Eaton Pl ^F	703-293-1631	Contact@fairfaxcityecondev.org

Notes:

- Once a Special Use Permit is approved by City Council, a Residential Accessory Use Permit for a Major Home Occupation will be generated automatically. This will eventually be issued with the Business License (step 6). At this time, the City will also send to applicants the signed [Zoning Form](#) required as part of the state licensing application (step 3).
- The link on this step will take you to a page that outlines the state's full licensing process, including but not limited to pre-application training, application form, proof of immunizations, background checks, letters of reference, first aid and CPR certification, budget preparation, home inspection, pre-licensure orientation, and annual renewal.
- The Virginia Department of Education's Office of Child Care Health and Safety for this region is located at 3701 Pender Drive, Suite 450, Fairfax, VA 22030.
- Building, Zoning, and Trade Permits are not always required. Construction on the property to accommodate your child care business may necessitate the need for permits. For more information on when permits are or are not required, or if you have questions, visit our [Permit FAQs page](#) or contact Code Administration using the info provided above.
- Once the Special Use Permit is approved, Code staff will proactively contact the operator to schedule the initial Fire Marshal Inspection. Code staff will contact operators on an annual basis thereafter to schedule these.
- Fairfax City Economic Development (FCED) is not located in City Hall. They are located in the WillowWood Plaza office complex at 10300 Eaton Place, suite 235.