Family Daycare Home Checklist

For 4 or fewer children (aka Family Child Care Providers)

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/FamilyDaycareHomeChecklist4orFewer

Please complete the items in the checklist below to open an in-home childcare facility for **up to 4 children** in the City of Fairfax. All items under the same step number can be completed simultaneously. Please also view the Family Daycare Home (4 or Fewer 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 **Family Child Care Permit** through Fairfax County [A]	Webpage	Fairfax County NCS	See note [B]	703-324-8100	ncsceps@fairfaxcounty.gov
☐	1	Apply for a **Business License**	Portal	Revenue	224	703-385-7884	Revenue@fairfaxva.gov
☐	1	Apply for a **Building and Zoning Permit** [C]	Guide	Code Admin	208	703-385-7830	CodeAdministration@fairfaxva.gov
☐	1	Apply for **Trade Permits** [C]	Guide	Code Admin	208	703-385-7830	CodeAdministration@fairfaxva.gov
☐	2	Pass Building and Trade Inspections [C]	Webpage	Code Admin	208	703-385-7830	CodeAdministration@fairfaxva.gov
☐	3	Pass Fire Marshal **Child Care Inspection** [D]	Webpage	Code Admin	208	703-385-7830	CodeAdministration@fairfaxva.gov
☐	4	Receive Family Child Care Permit from Fairfax County (via mail)	See step 1				
☐	4	Receive Business License	N/A	Revenue	224	703-385-2884	Revenue@fairfaxva.gov
**** Operations can now begin ****							
☐	5	Request a **Ribbon Cutting** (optional)	Webpage	Economic Development	10300 Eaton Pl [E]	703-293-1631	Contact@fairfaxcityecondev.org

Notes:

A. The link on this step will take you to a page that outlines the County's full permitting process, which includes but is not limited to an application, background check, fingerprinting, proof of immunizations, first aid and CPR training, home health and safety visit, training, and annual renewal.

B. The Family Child Care Permit is issued by Fairfax County Neighborhood Community Services, division of Early Childhood Programs and Services. They are located in the Pennino Building at 12011 Government Center Parkway, 8th Floor Fairfax, VA 22035.

C. Building, Zoning, and Trade Permits are not always required. Construction on the property to accommodate your childcare business can 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 uisng the info provided above.

D. As part of the County's review process, they will inform you when it is time to schedule this cost-free annual inspection through the City, which is required in addition to the County's home health and safety inspection. To schedule the initial inspection, operators must call Code Administration at the phone number above. Code staff will contact operators proactively on an annual basis thereafter to schedule these. A copy of the inspection report is kept on file at the City and one copy is sent to the County's division of Early Childhood Programs and Services.

E. 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.