



Tooele City Corporation
90 North Main Street, Suite 108 Tooele,
Utah 84074
Phone: (435) 843-2110
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Day Care/Preschool Guidelines Check List

While the State of Utah licenses all day care facilities, the following requirements must be met in order to operate a day care/preschool in a RESIDENCE in Tooele City for **4 or more children (up to 8/16 children maximum)**. Please note that the following fees and requirements are subject to change.

- _____1. Apply for a Business License: may be obtained from the Business License Specialist, 1st floor of Tooele City Hall, Suite 108; phone number (435) 843-2110 OR on the Tooele City website <https://tooelecity.org/city-departments/business-licensing/>
- _____2. Apply for a Conditional Use Permit (required for more than 8, up to 16 children max), cost is \$150 (the application may be obtained from the Community Development Department OR the Tooele City Website > Home Occupation Conditional Use Permit Application Packet <https://tooelecity.org/city-departments/community-development/community-development-public-works-forms/>). Once the completed application is accepted by the Community Development Department, the Conditional Use Permit will be scheduled to be heard in a public hearing before the Planning Commission. The Planning Commission meets on the 2nd and 4th Wednesdays of the month at 7:00 p.m. in the City Council Chambers.
- _____3. To schedule an appointment for a Building Inspection = Call the Building Department/Community Development Department at (435) 843-2132.
- _____4. To schedule an appointment for a Fire Inspection = Our Fire Inspectors will contact you to schedule an inspection if one is needed.
- _____5. Obtain a Food Handlers Permit from the Tooele County Health Department = Call (435) 277-2440 (State of Utah Requirement) OR take online class to obtain permit at : http://www.tooelehealth.org/Environmental_Health/Food_Handlers_Class.html
- _____6. If the day care/preschool passes all inspections and receives Planning Commission approval, the business license may then be approved and issued by the Business License Specialist.
- _____7. State childcare license is required (for 8 to 16 children) and can be obtained on their website at: http://health.utah.gov/licensing/ccf/public/cc_public.html

Please contact the Business License Specialist with any questions you may have.

*When ALL Departments have completed their inspections and given approval,
the business license will then be issued once all fees are paid.*