



Newton County
Planning & Development

CHECKLIST FOR ESTABLISHING A DAY CARE CENTER

(Revised 7-10-07)

DEFINITIONS

Adult Day Care Center - An establishment operated by any person wherein compensation is paid for providing for the care, supervision, and oversight during day-time hours of adults who are elderly, physically ill or infirm, physically handicapped or mentally handicapped.

Child Day Care - Any place operated by a person, society, agency, corporation or institution, or any group, who receives for pay children under 18 years of age for group care, without transfer of custody, for more than four (4) hours, and as much as twenty-four (24) hours per day.

APPLICABLE STANDARDS

Sections 510-210 and 510-220 of the Newton County Zoning Ordinance

STEP ONE: Obtain a Use Permit

All day care centers in Newton County require a use permit. Depending on how many attendees the center will have and what zoning district the property is located in, either an Administrative Use Permit (approved by Staff) or a Conditional Use Permit (approved by the Board of Commissioners) will be required. Please contact Judy Johnson at the Planning Department to schedule a pre-application meeting. For Child Day Care Centers, a site plan showing the proposed location of the required fenced-in play area must be submitted, and the required fencing must be installed at the time the use permit is applied for.

STEP TWO: Pass a Fire Marshall Inspection

Please contact Robert Thomas at the Fire Department if you will have 11 or fewer attendees. For twelve or more attendees, please contact the State Fire Marshall's office.

STEP THREE: Obtain Septic Tank Approval (If Applicable)

If the property uses a septic tank, you will need the Environmental Health Department to issue an approval.

STEP FOUR: Obtain a State License

Day care establishments are regulated by the Georgia Department of Early Care and Learning, Bright From the Start Program. You must provide a copy of your approved registration/license before advancing to the next step.

STEP FIVE: Obtain a Business License

Fees for the fire inspection, business license and any applicable impact fees will be collected at this point. Please contact Teresa Borg at the Planning Department for more information (for information on impact fees, please contact Kellie Lundy).

FEES (Subject to change)

Administrative Use Permit	\$150.00
Conditional Use Permit	\$800.00
Fire Inspection	\$100.00
Business License Application Fee	\$100.00
Business License Fee	Varies
Impact Fees	Varies

CONTACTS

Judy Johnson, Zoning Administrator	770-784-2197
Robert Thomas, Fire Marshal	770-784-2116
State Fire Marshall	404-656-2064
Environmental Health Department	770-784-2121
Teresa Borg, Business License Clerk	770-784-2197
Kellie Lundy, Impact Fee Coordinator	678-625-1236
Bright From the Start Program	404-656-5957