

Child Care Physical Plant Application Guide

This physical plant guide outlines some key requirements of Community Care Facilities Licensing (CCFL) for building or retrofitting a child care facility and renovating an existing child care facility.

All applicants are required to obtain plan approval from CCFL prior to beginning construction/renovation.

Opening a Child Care

1. Submit a completed [Application for Licence](#) for the proposed space.
2. Provide your architect, developer or landscape architect this guide as well as the [Design Resource for Child Care Facilities](#) and [Director of Licensing Standard of Practice – Safe Play Space](#) located in your Orientation/Application package.
3. Submit a **site plan** drawn to scale showing all of the following:
 - (a) the proposed location of the facility, including the property boundaries
 - (b) the location and dimensions of the outdoor play area intended for regular or daily outdoor activities.
 - (c) if children will be attending outdoor play areas or activities located outside the property boundaries on a regular or daily basis.
 - (i) the distances from the community care facility to the outdoor play areas and activities
 - (ii) the routes to the outdoor play areas and activities, and
 - (iii) any major physical features that may affect the safety of children, including roads and bodies of water, located along the routes to, and in the immediate vicinity of, the outdoor play areas and activities.
4. Submit a **floor plan** drawn to scale showing all of the following:
 - (a) the inside dimensions of each room and the width of each corridor and stair
 - (b) the location and size of windows and the height of windowsills from the floor
 - (c) the location or accommodation reserved for family or employees, and for children who are sleeping
 - (d) the location of toilets, wash basins and diaper changing surfaces
 - (e) the location of kitchens, laundry, janitorial spaces, and storage
 - (f) the location and size of the fixed equipment in each room
 - (g) the location of all exits

5. Submit an **outdoor plan** drawn to scale showing all of the following:
 - (a) the dimensions of the outdoor space and location in relation to the facility
 - (b) the site layout and surfaces (eg. grass, sidewalks, sand, non-slip, resilient)
 - (c) the location of the trees, planters, children's garden and shrubs including the water source
 - (d) the location of the storage for equipment
 - (e) the manner in which it will be enclosed (fencing etc.)
 - (f) the location of the covered and uncovered areas (trees should be considered as they may help to provide shade as well as to absorb noise and promote air quality.)
 - (g) the location and size of the equipment (eg. sand and water, benches, tables, equipment for balancing and movement.)
 - (h) the location of all exits

**Please refer to the Design Resource for information about design considerations for rooftop outdoor play spaces.*

6. Set up a meeting with Licensing to review the interior and exterior plans (you may also have in attendance the architect, developer or landscape architect). The process of reviewing and revising plans may take several meetings.
7. Submit final plans to CCFL for approval.
8. Submit plans and other documents required by your Municipality to your Municipality and follow local process.
9. Once you have received Municipal approval or an Occupancy permit arrange for a final inspection from CCFL.

Please note: A CCFL licence will not be issued until all requirements of the Community Care and Assisted Living Act and the Child Care Licensing Regulations have been met.

Changes or Renovations to Existing Indoor and/or Outdoor Licensed Child Care Space

All child care facilities are required to obtain plan approval from CCFL prior to beginning construction/renovation.

1. Submit a completed [Application for Licence](#) if the current licensed capacity or type of care will change as a result of the proposed changes.

**Please note that this might require amendments to the Development Permit.*

2. Submit your plans drawn to scale detailing the intended changes or renovations to your space. (Please refer to page 1 regarding site, floor and outdoor plan requirements.)
3. Your Licensing Officer (LO) will contact you to arrange a visit to discuss your plans with the proposed changes.
4. Submit final plans to your LO for approval.

**You may be required to put a plan into place during the changes or renovations to ensure the quality of care is not compromised.*

5. Check with your local Municipality to see if building permits are required for the proposed renovations. If so, follow the local process, obtain approval and when complete contact your LO to arrange a final inspection.
6. If you do not require a building permit, once your renovations are complete contact your LO to arrange a final inspection.
7. If you have changed your licensed capacity or type of care a new Licence to Operate will be provided otherwise your current licence will remain in effect.