

Regional Offices Processes – Regional Requirements to Become Licensed/Registered in Maryland

WORCESTER COUNTY

<u>Family Child Care</u> Requirements/Offices	Important instructions from the Regional Office	Location and Contact Information	Cost
<u>Berlin</u> zoning approval	Call the zoning inspector who will conduct a site inspection. The city requires a fenced-in area.	410-641-4143	Yes. Annual business license required.
<u>Ocean Pines</u> zoning approval	Call the community office and request an application for family child care zoning approval. Residents of Ocean Pines must also obtain county zoning approval by submitting an application to Worcester County.	410-641-7717 410-632-1200	Yes. Annual renewal fee also applies. Yes. Fee includes the cost of the Fire Marshal inspection.
<u>Ocean City</u> zoning approval	Obtain an application from the Office of Planning and Zoning. A special use exception application may be required.	410-289-8221	Yes. Annual business license fee required.
<u>Pocomoke</u> zoning approval	Request an application from the city. A hearing, inspection, and permit are required by the city along with a fenced-in play area.	410-957-1334	Yes. Along with an annual business license fee.
<u>Worcester County</u> Zoning approval	Obtain an application from the zoning office.	410-632-1200	Yes. Fee includes the cost of the Fire Marshal inspection.
<u>Worcester County</u> private water and/or septic approval	Obtain an evaluation request form from the OCC which you will send to the Office of Environmental Programs.	410-632-1200	No.
<u>Worcester County</u> Fire Marshal Office approval	The OCC will send the inspection request after a complete application is received from the applicant.	410-632-5666	Yes.

<u>Worcester County</u> criminal background check (CBC) fingerprinting locations	Berlin Police Department	410-641-1333. Call for an appointment	Yes.
WICOMICO COUNTY (Family Child Care)			
<u>Delmar</u> zoning approval	Obtain an application from Town Hall for review by the Planning Commission.	410-896-3368	Business license must be renewed annually for a fee.
<u>Fruitland</u> zoning approval	Contact the City Manager to see if a special exception hearing is required.	410-548-2800	Depends on whether a hearing is required.
<u>Hebron</u> zoning approval	Contact Town Hall for an application. A public hearing is required.	410-742-5555	Yes.
<u>Mardela Springs</u> zoning approval	The OCC will send a request form to Town Hall and they will contact the applicant.	410-742-9190	No.
<u>Pittsville</u> zoning approval	Contact the zoning office to ask about any restrictions.	410-835-8872	No.
<u>Salisbury</u> zoning approval	An inspection will be done by a city inspector at the request of the OCC.	410-548-3130	Yes.
<u>Sharptown</u> zoning approval	The OCC will send a request form to the Town Office.	410-883-3767	No.
<u>Willards</u> zoning approval	Contact the Town Hall to request approval.	410-835-8192	No.
<u>Wicomico County</u> zoning approval	The OCC will send a request form to the zoning office.	410-548-4860	No.
<u>Wicomico County</u> private water and/or septic approval	Obtain an evaluation request from the OCC which you will send to the Health Department or Water Testing Labs of MD	410-546-4446 410-546-1318	Yes.

<u>Wicomico County</u> Fire Marshal approval	The OCC will send the inspection request to the State Fire Marshal's Office after a Complete application is received.	410-713-3780	Yes.
<u>Wicomico County</u> criminal background check (CBC) fingerprinting locations	Motor Vehicle Administration, Salisbury B & B Insurance Group, Salisbury Thomas Security Services, Salisbury Salisbury University Police Dept., Salisbury	888-795-0011 443-736-8425 410-548-5029 410-548-2900 Call for appointments	Yes
SOMERSET COUNTY (Family Child Care)			
<u>Somerset County</u> zoning	Contact the zoning office to find out which permits are needed depending on your location.	410-651-1424	Yes.
<u>Somerset County</u> private water and/or septic approval	Obtain an evaluation request form from the OCC which you will send to the county health department or Water Testing Labs of MD	443-523-1730 410-546-1318	Yes.
<u>Somerset County</u> Fire Marshal approval	The OCC will send the inspection request to the State Fire Marshal's Office after a complete application is received.	410-713-3780	Yes.
<u>Somerset County</u> criminal background check (CBC) fingerprinting locations	None located in Somerset County. Motor Vehicle Administration, Salisbury B & B Insurance Group, Salisbury Thomas Security Services, Salisbury Salisbury University Police Dept., Salisbury	888-795-0011 443-736-8425 410-548-5029 410-548-2900 Call for appointments	Yes.
Pre-Service Training	Lower Shore Child Care Resource Center Wor-Wic Community College Call the OCC for on-line training options.	410-543-6650 410-334-2800 410-713-3430	Yes. Yes. Yes.

WORCESTER COUNTY (Center)

Center Child Care Requirements/ Offices	Important instructions from the Regional Office	Location and Contact Information	Cost
Berlin zoning approval	Contact the town zoning inspector for specific instructions for your location.	410-641-4143	Yes. Annual business license is required.
Ocean Pines zoning approval	Call the Ocean Pines community office for an application. Approval will also be needed from Worcester County zoning. Contact their office for an application.	410-641-7717 410-632-1200	Yes. Yes.
Ocean City zoning approval	Obtain an application from the Office of Planning & Zoning.	410-289-8221	Yes.
Pocomoke zoning approval	Apply for approval with the city. A hearing and inspection may be required along with a fenced-in play area.	410-957-1334	Yes.
Worcester County zoning	Obtain an application from the zoning office.	410-632-1200	Yes.
Worcester County private water and/or septic approval	Obtain an evaluation request from the OCC which you will send to the Office of Environmental Programs.	410-632-1220	No.
Worcester County Fire Marshal approval	Contact the Fire Marshal's Office for a consultation inspection. The OCC will send an inspection request to the Fire Marshal's Office when you are ready for a final inspection.	410-632-5666	Yes.
Worcester County criminal background check (CBC) fingerprinting locations	Berlin Police Department, Berlin	410-641-1333. Call for an appointment	Yes.

WICOMICO COUNTY (Center)

<u>Delmar</u> zoning approval	Request an application from Town Hall for review by the Planning Commission.	410-896-3368	Business license to be renewed each year.
<u>Fruitland</u> zoning approval	Contact the City Manager to learn what is required for your specific location.	410-548-2800	It varies depending upon your location.
<u>Hebron</u> zoning approval	Contact the Town Hall for current requirements. A public hearing is required.	410-742-5555	Yes.
<u>Mardela Springs</u> zoning approval	The OCC will send a request to Town Hall and they will contact the applicant.	410-742-9190	No.
<u>Pittsville</u> zoning approval	Call the town office to ask about specific requirements for your location.	410-835-8872	No.
<u>Salisbury</u> zoning approval	The OCC will submit a request for review to the zoning office.	410-548-3130	Yes.
<u>Sharptown</u> zoning approval	The OCC will submit a request for review to the Town Hall.	410-883-3767	No.
<u>Willards</u> zoning approval	Contact Town Hall to request approval.	410-835-8192	No.
<u>Wicomico County</u> zoning approval	Call the county zoning office to learn of the specific requirements for your location.	410-548-4860	It depends upon your location.
<u>Wicomico County</u> private water and/or septic approval	Obtain an evaluation request from the OCC which you will send to the county health department or Water Testing Labs of MD.	410-546-4446 410-546-1318	Yes.
<u>Wicomico County</u> Fire Marshal approval	Contact the State Fire Marshal's Office for a consultation inspection. The OCC will send an inspection request when you are ready for the final inspection.	410-713-3780	Yes.

<u>Wicomico County</u> criminal background check (CBC) fingerprinting locations	Motor Vehicle Administration, Salisbury B & B Insurance Group, Salisbury Thomas Security Services, Salisbury Salisbury University Police Dept.	888-795-0011 443-736-8425 410-548-5029 410-548-2900 Call for appointments	Yes.
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SOMERSET COUNTY (Center)

<u>Princess Anne</u> zoning approval	Call the Princess Anne Town Office for information specific to your location.	410-651-1818	No.
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<u>Somerset County</u> zoning approval	Obtain an application from the Planning & Zoning Commission.	410-651-1424	Yes.
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<u>Somerset County</u> private water and/or septic approval	Obtain an evaluation request from the OCC which you will send to the county health department or Water Testing Labs of MD	410-523-1730 410-546-1318	Yes. Yes.
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<u>Somerset County</u> Fire Marshal approval	Contact the State Fire Marshal's Office for a consultation inspection. The OCC will send an inspection request when you are ready for the final inspection.	410-713-3780	Yes.
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<u>Somerset County</u> criminal background check (CBC) fingerprinting locations	None located in Somerset County. Motor Vehicle Administration, Salisbury B & B Insurance Group, Salisbury Thomas Security Services, Salisbury Salisbury University Police Dept.	888-795-0011 443-736-8425 410-548-5029 410-548-2900 Call for appointments	Yes.
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<u>Pre-Service Training</u>	Wor-Wic Community College Lower Shore Child Care Resource Center Call the OCC for on-line training options	410-334-2800 410-543-6650 410-713-3430	Yes. Yes. Yes.
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