HOW TO OBTAIN LOCAL GOVERNMENT PERMITS
FOR A CHILD CARE CENTER LICENSE OR A FAMILY CHILD CARE REGISTRATION IN REGION 10

Abstract
This document provides instruction and/or contact information to aid child care applicants in obtaining required local government permits in St. Mary’s, Calvert, and Charles Counties.

Southern Tri-County Regional Office of Child Care
41670 Courthouse Drive
Leonardtown MD 20650
301-475-3770
How to Obtain Required Local Government Permits
For a
Child Care Center License or a Family Child Care Home Registration

1. Submit an application for a family child care home registration or a child care center license to the Southern Tri-County Office of Child Care, Region 10 which covers St. Mary’s, Calvert, and Charles Counties.

2. Following is zoning information for Family Child Care, water testing for private water supplies, and other local code information.

<table>
<thead>
<tr>
<th>ZONING INFORMATION FOR FAMILY CHILD CARE</th>
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<tbody>
<tr>
<td><strong>St. Mary’s County</strong></td>
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<tr>
<td>Land Use &amp; Growth Management</td>
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<tr>
<td>23150 Leonard Hall Drive</td>
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<tr>
<td>Leonardtown, MD 20650</td>
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<td><strong>(301) 475-4200 Ext. 1500</strong></td>
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<td>Monday &amp; Thursday – 8:30 a.m. – 2:00 p.m.</td>
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<td>Tuesday, Wednesday, &amp; Friday – 8:30 a.m. – 4:30 p.m.</td>
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<td>A Zoning Permit is required - $</td>
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Exception: 1) Town of Leonardtown

    41660 Courthouse Drive, P.O. Box 1
    Profit Building, 3rd Floor
    Leonardtown, MD 20650
    **(301) 475-9791**
    Home Occupation Permit is required - $

**Calvert County**

Inspections & Permits

150 Main Street, Suite 201
Prince Frederick, MD 20678
**(410) 535-2155**
A Zoning Permit is required – fee determined upon application - $

Exceptions: 1) Town of Chesapeake Beach

    Town Hall
    8200 Bayside Road
    Chesapeake Beach, MD 20732
    **(410) 257-2230**
    A Miscellaneous Zoning Permit is required - $

2) Town of North Beach

    North Beach Town Hall
    P.O. Box 99
    North Beach, MD 20714
    **(410) 257-9618**
    A Business License is required - $
Currently no Zoning Permit is needed but that may change in the future.

Exceptions: 1) Town of La Plata allows only four children in town homes and duplexes and,

2) Town of Indian Head
   4195 Indian Head Highway
   Indian Head, MD 20640
   (301) 743-5511
   A Special Exception, application fee, and legal costs are currently involved - $

3) There are apartment communities in Charles County that do not allow their residents to do child care; including, but not necessarily limited to, the following:

- **Brookmont** (aka Wakefield Third Age) – Wedgewood Place
- **Brookside Gardens** – Wingate Court
- **Coachman’s Landing** – Thoroughbred Court
- **Crossland** – Heritage Place
- **Fox Chase** – Night Heron Court
- **Gleneagles** – Lewisham Place, Mongahan Place
- **Headen** – October Place
- **Hunter’s Run** – Falcon Place
- **Huntington** – Gallery Place
- **Lakeside** – St. Thomas Drive
- **New Forest** – New Forest Court
- **Palmer** – Pilgrim’s Square, Palmer Place, Prince Albert Square, Orangeman Square & Otter Square
- **Sheffield Greens** – Prestancia Place
- **Smallwood Gardens** (formerly known as Bannister) – Hamilton, Hunt & Husk Place
- **The Nines** – Indian Hills Place, Flossmoor Place, Lichfield Place
- **Village Lake** – St. Thomas Drive
- **Wakefield** – Amber Leaf Place

Suzi Simon, Resident Relations Manager
Kettler Management, St. Charles Apartments
(301) 843-3010 ext. 1538
WATER TESTING FOR THOSE WITH PRIVATE WATER SUPPLIES

CERTIFIED WATER QUALITY TESTING FACILITIES

* There are fees for these services, please contact the agency directly for current charges.

CHESAPEAKE ANALYTICAL LABORATORY, INC.
3430 Rockefeller Court
Waldorf, MD  20602
Mr. Daniel Brumsted
(301) 932-4775

ENVIRONMENTAL TESTING LAB, INC.
108 Old Solomons Island Road
Unit L-2
Annapolis, MD  21401
(410) 224-4304
(Service Calvert and Charles County)

Calvert County Environmental Health Department
P.O. Box 980
Prince Frederick, MD  20678
(410) 535-3922
Bacteriological test required
An additional State Lab Fee will be billed at time of water sampling.
*Chemical tests may be required if warranted by sanitarian.

*The Calvert County Health Department will no longer complete water tests for Child Care Centers with a capacity of 25 or larger. They will refer these facilities to the Maryland Department of the Environment at 1-800-633-6101.

Charles County Environmental Health Department
P.O. Box 1050
White Plains, MD  20695
(301) 609-6751
Bacteriological test required.
An additional State Lab Fee will be billed at time of water sampling.

St. Mary's County Environmental Health Department
P.O. Box 316
Leonardtown, MD  20650
(301) 475-4321
Bacteriological test required.
An additional State Lab Fee will be billed at time of water sampling.
Agency Contact Information for Local Code Requirements

Southern Maryland Office of the State Fire Marshal
443-550-6820 (local)
866-629-9882 (toll-free)

Environmental Health Department
Calvert - 410-535-3922
Charles - 301-609-6900
St. Mary's - 301-475-4330

Permit, Planning and Zoning
Calvert - 410-535-2348 (Planning and Zoning)
Calvert 410-535-2155 (Permits)
Charles - 301-645-0692
St. Mary's - 301-475-4200 ext.1500

For any other requirements or information that you may need to know that is specific to St. Mary’s, Calvert, and Charles Counties, you may call this office at 301-475-3770.

Southern Tri-County Office of Child Care
41670 Courthouse Drive
Leonardtown, MD 20650