



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.

<u>ZONING INFORMATION FOR FAMILY CHILD CARE</u>
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St. Mary's County

Land Use & Growth Management

23150 Leonard Hall Drive

Leonardtown, MD 20650

(301) 475-4200 Ext. 1500

Monday & Thursday – 8:30 a.m. – 2:00 p.m.

Tuesday, Wednesday, & Friday – 8:30 a.m. – 4:30 p.m.

A Zoning Permit is required - \$

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 - \$

Charles County

Charles County Planning & Growth Management

P.O. Box 2150

LaPlata, MD 20646

(301) 645-0692

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 Rockfeller 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.

OTHER LOCAL GOVERNMENT CODE INFORMATION

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](tel:301-475-3770).

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