

**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 **Baltimore City** Office of Child Care, Region 2.
2. After you submit your application, you will receive a letter from the Office of Child Care acknowledging receipt of your application, accompanied by letters for the Department of Housing and Community Development and the Office of the Fire Marshall. You will need to contact these offices to obtain local permits.
3. Please complete the following process to obtain the permits:
 - **Use and Occupancy Permit** – Please take the letter mailed to you for the Department of Housing and Community Development to 417 East Fayette Street to receive instruction on acquiring your Use and Occupancy Permit. Be sure to obtain a receipt as it must be presented to the Office of the Fire Marshall.
 - **Fire Permit** – You may contact the Office of the Fire Marshall at 410-396-5752 or take your Request for a Fire Inspection to the Office of the Fire Marshall, 410 East Lexington Street to schedule an inspection to obtain your fire permit.

For any other requirements or information that you may need to know that is specific to Baltimore City, you may call this office at [410-554-8315](tel:410-554-8315).

**Baltimore City Office of Child Care
2700 N. Charles Street, Suite 203
Baltimore, MD 21218**