



# HOW TO OBTAIN LOCAL GOVERNMENT PERMITS

FOR A CHILD CARE CENTER LICENSE OR A  
FAMILY CHILD CARE REGISTRATION IN  
REGION 3

## Abstract

This document provides instruction and/or contact information to aid child care applicants in obtaining required local government permits in Baltimore County.

**Baltimore County Regional Office  
409 Washington Avenue, Suite LL8  
Towson, Md 21204  
410-583-6200**

**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 County** Office of Child Care, Region 3.
2. Once your application is received, it will be assigned to a Licensing Specialist who will contact the local offices.
3. You will need to obtain permits from the following local offices:
  - a. **Fire Permit-** (Baltimore County Fire Marshal Office)- [410- 887-4880](tel:410-887-4880) Upon receipt of your application, this office will contact the Fire Marshal's office to schedule an inspection of your facility.
  - b. **Use and Occupancy Permit-** (Baltimore County Permits and Development Management) You may call [410-887-3953](tel:410-887-3953) to receive instruction on acquiring your Use and Occupancy Permit. The Licensing Specialist will also contact this office to schedule an inspection of your facility.
  - c. **Planning and Zoning-** (Baltimore County Zoning Office)- [410- 887-3391](tel:410-887-3391) Baltimore County Zoning office will provide you with information regarding detailed specifications for each of the zones, including the uses that are permitted. This office will contact Planning and Zoning to schedule an inspection of your facility.
  - d. **Private Sewage and Water-** Health Department (Environmental Health Unit) You may call [410- 887-2762](tel:410-887-2762) to get information concerning ground water management.

4. Following are additional resources:

**Baltimore County Department of Social Services-410- 853-3000**

**Maryland Department of Public Safety & Correctional Services-Criminal Justice Information System (CJIS)**

**Toll-Free 1-888-795-0011 or 410-764-4501**

**<http://www.dpsecs.state.md.us/publicservs/fingerprint.shtml>**

**The Child Resource Center Baltimore County at Abilities Network/Project Act**

**Office Line- 443-900-6458**

**Fax Line- 410-825-1631**

**Maryland Family Network (MFN)**

**Child Care referral information can be obtained by calling:**

**LOCATE toll-free at 1-877-261-0060 or go to:**

**<http://www.marylandfamilynetwork.org>**

**Office Line- 410-752-7588**

**Child and Adult Care Food Program**

**Office Line- 410-767-0214**