

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 **Montgomery County** Office of Child Care, Region 5.
2. **Fire Permit** - You may contact the following agencies to schedule an inspection to get your fire permit: Montgomery County Department of Fire Prevention and Code Compliance: [240-777-2457](tel:240-777-2457)

<http://permittingservices.montgomerycountymd.gov/DPS/FCC/Inspections.aspx>

City of Gaithersburg Fire and Rescue Service: 301-258-6330

City of Rockville Fire and Rescue Service: 240-314-8240

3. **Use and Occupancy Permit** - you may call the Department of Permitting Services at 240-777-6265 to receive instruction on acquiring your Use and Occupancy Permit.
  - Note: Use and Occupancy Permits are not required for family child care homes. They are required for large family child care homes, child care centers and letter of compliance facilities.
4. **Private Sewage and Water** - you may contact the Department of Permitting Services at <https://permittingservices.montgomerycountymd.gov/DPS/pdf/ApplicationForWellAndSepticPermit.pdf> to receive instruction on acquiring your Private Sewage and Water Permit. For any other requirements or information that you may need to know that is specific to Montgomery County, you may call this office at 240-314-1400.

Please contact the local agencies to learn about restrictions to the ages and capacity for large family child care homes.

Montgomery County Office of Child Care  
51 Monroe Place, Suite 200  
Rockville, MD 20850