



# HOW TO OBTAIN LOCAL GOVERNMENT PERMITS FOR A CHILD CARE CENTER LICENSE OR A FAMILY CHILD CARE REGISTRATION IN REGION 7

## [Abstract](#)

This document provides instruction and/or contact information to aid child care applicants in obtaining required local government permits in Washington, Allegany, and Garrett Counties.

**Western Maryland Regional Office of Child Care  
1075-C Sherman Avenue  
Hagerstown MD 21740  
301-791-4585**

**WASHINGTON COUNTY** OCC Regional Office Number 301-791-4585

**Family Child Care Home**

<b>Offices</b>	<b>Purpose</b>	<b>Location and Contact Information</b>	<b>Cost (yes/no)</b>
Finger printing	Criminal back ground check	Call OCC for Locations	Yes
Zoning Office	Zoning Certification for County Residents Hagerstown 240-313-2460 Boonsboro 301-432-5690 Funkstown-301-791-0948 Clearspring-301-842-2252 Smithburg-301-824-7234 Williamsport-301-223-7711	Hagerstown-County Boonsboro- Funkstown-Clearspring Smithburg	Yes
Fire Marshall's Office	Fire Inspection of Home	Call OCC for Information	Yes
Environmental Health	Water and sewer	Call OCC	Yes

**Child Care Center**

<b>Offices</b>	<b>Purpose</b>	<b>Location and Contact Information</b>	<b>Cost (yes/no)</b>
Zoning Office	Building Inspection	Call OCC	Yes
Finger printing	Criminal background check	Call OCC	Yes
Fire Marshall's office	Fire Inspection	Call OCC	Yes

# **GARETT COUNTY OCC Regional Field Office Number 301 334-3426**

## **Family Child Care Home**

<b>Offices</b>	<b>Purpose</b>	<b>Location and Contact Information</b>	<b>Cost (yes/no)</b>
Finger printing	Criminal back ground check	Call OCC for Locations	Yes
Zoning Office	Varies-needed in incorporated towns	Call OCC	
Fire Marshall's Office	Fire Inspection of Home	Call OCC for Information	Yes
Environmental Health	Water and sewer	Call OCC	Yes

## **Child Care Center**

<b>Offices</b>	<b>Purpose</b>	<b>Location and Contact Information</b>	<b>Cost (yes/no)</b>
Zoning Office		Call OCC	
Finger printing	Criminal background check	Call OCC	Yes
Fire Marshall's Office	Home Inspection	Call OCC	Yes

**ALEGANY COUNTY OCC Regional Field Office Number 301-777-2385**

**Family Child Care Home**

<b>Offices</b>	<b>Purpose</b>	<b>Location and Contact Information</b>	<b>Cost (yes/no)</b>
Finger printing	Criminal back ground check	Call OCC for Locations	Yes
Zoning Office	City of Frostburg – Home Occupation Permit	City of Frostburg: City Hall – Frostburg 59 E. Main St., Frostburg, MD 301-689-6000	Yes
	City of Cumberland	301-759-6442	Yes
	Allegheny County – Call to determine if your address requires zoning approval	301-777-5951	Varies
Fire Marshall’s Office	Fire Inspection of Home	Call OCC for Information	Yes
Environmental health	Water and sewer	Call OCC	Yes

**Child Care Center**

<b>Offices</b>	<b>Purpose</b>	<b>Location and Contact Information</b>	<b>Cost (yes/no)</b>

Zoning Office	City of Frostburg – Use and Occupancy Permit	City of Frostburg: City Hall – Frostburg 59 E. Main St., Frostburg, MD 301-689-6000	Yes
Finger printing	Criminal background check	Call OCC	YES