

How to Obtain Required Local Government Permits For a Family Child Care Home Registration

Caroline County – Planning and Zoning [410-479-0660](tel:410-479-0660)

- Town of Denton – Check with town about fencing
- Greensboro – Apply for business license – Town approval needed.
- Ridgely – Contact business office
- Marydel – Contact Mayor
- Caroline Acres Trailer Park – No child care allowed.

Dorchester County – Planning and Zoning [410-228-3234](tel:410-228-3234)

In the County – (Not Towns) – Must obtain a Certificate of Use: **fee**

Fence is Mandatory

- City of Cambridge – **fee** – Application must be made through the City of Cambridge – OCC has applications. Capacity depends on the size of the lot and size of the outside play area. Additional **fee** for special exception.
- Town of Secretary – Apply for special exception with the Town Office. **Fee**

Kent County - Planning and Zoning [410-778-7475](tel:410-778-7475)

In the County (Not Towns) – **Only initial permit needed.**

- Galena – Letter from town needed
- Millington – Permit from Town required
- Chestertown – Permit is needed. No fee for up to four (4) children. Additional **fee** for more than (4) children.

Queen Anne's County – Planning and Zoning [410-758-4088](tel:410-758-4088)

In the County – limited to six (6) without approval from the County Zoning office. First check with Environmental Health for approval for more than (6) children.

- Town of Church Hill – Approval needed from the Town
- Town of Queenstown – Applicant must contact the Town Office to apply for a special exception. If & when the variance is granted the applicant then has to apply for a permit.
Special exception: **fee** Permit: **fee.**
- Town of Sudlersville – Approval is needed from the Town
- Special use permit in county: **fee**

Talbot County – Planning and Zoning [410-822-2525](tel:410-822-2525)

- Town of Easton – Approval from the Town Office: **fee**
- Trappe – Approval from the Town Office: **fee**

For any other requirements or information that you may need to know that is specific to the five counties listed above, you may call this office at [410-819-5801](tel:410-819-5801).

Upper Shore Office of Child Care (Region 8)
301 Bay Street, Suite 305
Easton, Md 21601