

Steps to Receive a Group Child Care Permit

1



Complete New York City Health Department [Child Care Orientation](#) and review the materials.

2



Submit [inspection request form](#) to schedule a preliminary inspection with the Health Department to review the proposed site for viability. The site must pass the Health Department's preliminary inspection.

3



Viable sites must submit the following on the MyCity Portal:

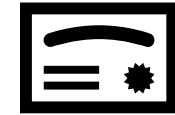
- [Architectural plan](#)
- Lead paint/lead water testing results
- Initial permit application
- Permit [application forms](#)
- NYC Department of Buildings and Fire Department approval

4



Submit documents for Health Department to conduct staff [Comprehensive Background Checks](#) for Education Director and core classroom teaching staff. For remaining staff, it depends on the particular staffing circumstances (staff can work without clearance if they have cleared supervisor).

5



Receive your Health Department Permit.