

Required Documents for a Permanent Change of Location

The following documents are to be submitted at the time of a request for permanent change of location for a licensed child care center:

- Documentation of building approval issued pursuant to rule 5101:2-12-04 of the Administrative Code. Note: A license will not be issued without the Certificate of occupancy issued pursuant to rule 5101:2-12-04 of the Administrative Code.
- JFS 01250 "Plan of Operation for Child Care" and any necessary attachments.
- Fire inspection approval issued pursuant to rule 5101:2-12-04 of the Administrative Code.
- Valid food service operation license, or exemption status, and/or food processing establishment registration issued pursuant to rule 5101:2-12-04 of the Administrative Code.