

Establishing or Expanding a Childcare Operation in the District of Columbia

Child Development Home (CDH)

- Permitted in all residential zones
- Not permitted in multi-family buildings with 3 or more units
- Must be the operator's primary residence
- Up to 9 children permitted as a matter of right (including resident children), and up to 12 as a special exception
- Requires a **Home Occupation Permit (HOP)** from DOB
- Subject to HOP regulations and Appendix M of the Building Code
- May require a Building Permit
- HOP** required to secure an OSSE license
- Does not require a business license

1. Decide to expand or establish a **CDH**
2. Ensure your home is in compliance with the **HOP** and Building Code regulations*
 - o A Building Permit may be required to achieve compliance
3. Complete the **HOP** application packet via dob.dc.gov/node/1616176, including:
 - o Written fire evacuation plan
 - o Graphic fire evacuation plan
4. An inspection will be scheduled to verify evacuation plans
5. Receive issued **HOP** permit when the inspection is passed, and the application is approved

Child Development Center (CDC)

- Permitted as a matter of right on properties zoned for daytime care uses
- Not permitted in most residential zones unless as a special exception
- The number of occupants is determined by the size of the space
- Requires a **Certificate of Occupancy (C of O)** from DOB
- Subject to the Building Code and Zoning Regulations
- May require a Building Permit
- C of O** required to secure an OSSE license
- Requires a **Basic Business License (BBL)**

1. Decide to expand or establish a **CDC**
2. Ensure your facility is in compliance with the Building Code and Zoning regulations*
 - o A Building Permit may be required to achieve compliance
3. Complete the **C of O** application packet via dob.dc.gov/service/get-certificate-occupancy, which includes:
 - o Written and graphic fire evacuation plans
 - o May require an issued Building Permit
4. An inspection will be scheduled to verify evacuation plans
5. Receive issued **C of O** permit when the inspection is passed, and the application is approved

*The Department of Buildings (DOB) is partnered with OSSE to achieve Mayor Bowser's initiative of increasing access to childcare in the District. As part of this initiative, DOB offers specialized services to eligible applicants.

If you are interested in taking advantage of these and other program services, or have questions about the permitting and regulatory process, please contact **Hillary Seybold** at hillary.seybold@dc.gov / **202.491.1979**.

