



Tooele City Corporation
90 North Main Street
Tooele, Utah 84074
Phone: (435) 843-2110
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Day Care/Preschool Guidelines

(Check List)

While the State of Utah licenses all day care facilities, the following requirements must be met in order to operate a day care/preschool in a RESIDENCE in Tooele City for **4 or more children/8 children maximum**. Please note that the following fees and requirements are subject to change.

- _____ 1. Apply for a Business License: May be obtained from the City Recorder's Office, 2nd floor of Tooele City Hall, Suite 227; phone number (435) 843-2110 OR on the Tooele City website www.tooelecity.org.
- _____ 2. Apply for a Conditional Use Permit, cost is \$75 (the application may be obtained from the Community Development Department OR the Tooele City website www.tooelecity.org). Once the completed application is accepted by the Community Development Department, the Conditional Use Permit will be scheduled as soon as possible to be heard in a public hearing before the Planning Commission. The Planning Commission generally meets on the 2nd and 4th Wednesdays of the month at 7:00 p.m. in the City Council Chambers.
- _____ 3. To schedule an appointment for a Building Inspection = Call the Building Department/Community Development Department at (435) 843-2130.
- _____ 4. To schedule an appointment for a Fire Inspection = Our Fire Inspectors will contact you to schedule an inspection if one is needed.
- _____ 5. Obtain a Food Handlers Permit from the Tooele County Health Department = Call (435) 277-2440 (State of Utah Requirement) OR take online class to obtain permit at: http://www.tooelehealth.org/Environmental_Health/Food_Handlers_Class.html
- _____ 6. If the day care/preschool passes all inspections and receives Planning Commission approval, the business license may then be approved and issued by the City Recorder.
- _____ 7. State childcare license is required and can be obtained on their website at: http://health.utah.gov/licensing/ccf/public/cc_public.html

***When ALL Departments have completed their inspections and given approval,
the business license will then be issued once all fees are paid.***