



CITY OF
RENO



Child Care in Reno

How to develop and renovate early care sites



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Introduction

Purpose of this Toolkit

This is a user friendly toolkit that helps prospective and current child care providers understand how to obtain approvals and permits for renovating and constructing child care facilities, including family child care homes and child care centers in the City of Reno.

Opening a childcare facility in the City of Reno is dependent on many things. Prospective child care business owners will likely need a review and approval from multiple city and county departments such as: Building and Safety, Planning, Business Licenses, Northern Nevada Public Health, State Fire Marshal and the Reno Fire Department.

It is also worth noting that all childcare facilities **must be licensed through the State of Nevada**. Nevada Division of Social Services, Child Care Licensing (CCL) department, the state agency that regulates and oversees child care facilities. You can find more information by visiting their webpage at: <https://dwss.nv.gov/Care/CCL/Licensing-Info/faqs-ccl/> . The Nevada Child Care Licensing toolkit will help guide you through the child care licensing process. To access a Child Care Licensing Toolkit through Nevada's Shared Services website please visit: <https://www.nevadaccsc.org/>

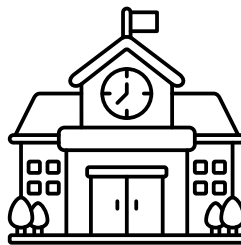
Child Care Licensing, the state agency that regulates and oversees child care facilities **also needs to be notified about proposed renovations and construction** of licensed child care facilities. **CCL conducts its own inspections** to ensure the renovations and/or construction are consistent with Nevada revised statute requirements.

There are three types of child care discussed in this toolkit.



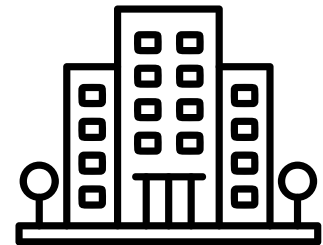
Family Child Care *Reno Code: In Home*

Residential care
Family: up to 6 children
Group: 7-12 children



Center Based *Reno Code: Childcare Center*

12+ children



Onsite *Reno Code: Workplace*

Associated with a workplace

Required Steps to Open and Operate a Child Care Facility in the City of Reno

STEP 1 - Determine Child Care Type & Location

- Decide on the type of child care: Family child care, Center-based, or Onsite.
- Identify the proposed site and confirm property address.

STEP 2 - Review Zoning Requirements

- Check zoning designation using the City of [Reno Zoning Map](#).
- Determine required permits: Permitted (P), Accessory (A), or Minor Conditional Use Permit (MUP) depending on location and type of child care.
- Schedule a [pre-application](#) meeting with City Planning.

STEP 3 - Apply for State Child Care License

- Apply via Nevada Division of Social Services, Child Care Licensing (CCL) department. [Apply Now](#)
- Prepare documents: floor plans, play area specs, staff qualifications, background checks, etc.
- Pass state inspections (fire, health, building).

STEP 4 - Apply for City Business License

- [Submit application](#) and fees based on facility type.

STEP 5 - Building and Fire Code Compliance

- Review [2018 IBC requirements](#) for occupancy type, square footage, accessibility.
- Coordinate with Building and Fire Departments for plan review and inspections.

STEP 6 - Planning & Site Requirements

- Install 6 ft fence if adjacent to residential zones.
- Orient entrances away from residences.
- Limit outdoor play hours and shield lighting.

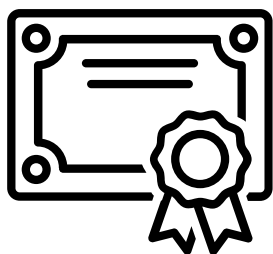
STEP 7 - Final Inspections & Approvals

- Complete City and State inspections.
- Obtain State Child Care License, City Business License and Certificate of Occupancy.

STEP 8 - Ongoing Compliance

- Maintain licensing renewals and capacity limits.
- Keep staff training and background check records.

Nevada Department of Social Services Child Care Licensing



Nevada Department of Social Services, Child Care Licensing (CCL) issues child care licenses for all child care facilities, which includes all family child care homes and child care centers. Chapter 432A of both Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) govern and regulate child care facilities in Nevada. Child Care Licensing program staff are responsible for enforcing these laws and regulations through the licensing and inspection processes. You can find more information by visiting their webpage at:

<https://dwss.nv.gov/Care/CCL/Licensing-Info/faqs-ccl/>.

Although child care providers will obtain any necessary plan checks, plan reviews, and/or permits from the appropriate City of Reno departments discussed in this Toolkit, child care providers are required to notify CCL of certain changes to licensed child care facilities described in this toolkit.

Phone: (702) 486-3822

Fax: (702) 486-6660

Email: ChildCareLicensing@health.nv.gov

Reporting Requirements for Renovations and/or Construction

1. Prior to making renovations or to starting construction at a licensed child care center, child care providers must notify CCL of the proposed changes, including structural changes that reduce the total amount of indoor or outdoor activity space (such as room additions).
2. Licensed child care providers should notify CCL of when renovations or construction are expected to take place and be completed and whether children will have access to areas under renovation or construction.
3. CCL will need to conduct a site inspection once renovation/construction is completed to ensure compliance.
4. Once the renovation/construction is completed, licensed child care providers must provide CCL with a copy of all building inspections required for the renovation or construction.

Introduction

Northern Nevada Public Health Environmental Health Services

The Northern Nevada Public Health (NNPH) partners with the Nevada Department of Social Services, Child Care Licensing (CCL) to inspect all child care facilities under the Child Care Licensing Regulations. NNPH works with the child care operators to ensure a healthy and environmentally safe facility for our communities' children.

Facilities are inspected annually for cleaning and sanitization procedures, environmental hazards, employee health and hygiene, communicable disease knowledge and exclusion policies.

For more information on NNPH please visit their website at: www.nnph.org.



Family Child Care - In Home



A “Family Child Care Home” (In Home) is a facility that regularly provides care, protection and supervision for 12 or fewer children in the provider’s own home for periods less than 24 hours per day while the parents or guardians are away, and is either a family or group care home.



Family Child Care licenses are facilities within an individual’s residential home. They are allowed to care for up to six children within their home with a license and a curriculum.



Group Care licenses are facilities within an individual’s residential home. They are allowed to care for up to 12 children within their home and require one additional caregiver and a curriculum.



Family Child Care - In Home

Choosing the RIGHT Site

Family child care homes have certain requirements under the Nevada Revised Statutes 432A

- The residence must be the permanent residence of the child care provider.
- The home must provide care on the first floor. Child care cannot be licensed in a second floor apartment.
- The home must have an attached fenced yard for outside play.
- If you are renting or leasing the home, you must have written permission from your landlord to operate a child care business.

Other City of Reno Requirements:

- Driveways, circulation, loading, and other traffic related considerations shall be approved by the city.
- Outdoor lighting shall not shine on residential properties.
- Outdoor play limited hours 7:00 am to 7:00 pm.



Family Child Care - In Home

Zoning



To determine if renovation and/or construction plans for a family child care home will require City of Reno review and approval, child care providers must first find out if their child care home is zoned for child care.

Child care providers can contact the City of Reno's planning department at planning@reno.gov to find out if their facility is in an approved zone for child care purposes.

All below requirements come from [Title 18](#) of the Reno Municipal Code (RMC).

Zoning Districts	Residential									Urban										Employment				Special			Use-Specific Standards						
	LLR-2.5	LLR-1	LLR-5	SF-3	SF-5	SF-8	SF-11	MF-14	MF-21	MF-30	MD-ED	MD-UD	MD-ID	MD-RD	MD-NWQ	MD-PD	MU	MS	GC	NC	PO	MU-MC	MURES	I	IC	ME		MA	PGOS	PF	UT-5	UT-10	UT-40
Childcare, In-Home (5-12 children)	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A			A			A	A	A	A	18.03.405(c)

"A" use that is subordinate in purpose to the principal use or uses, contributes to the operations of the principal use or uses, and is located on the same site as the principle use or uses.

The City of Reno has all areas zoned as accessory (A) for family care child care providers. This means that child care providers do not need a permit from the City of Reno to open a child care business in their home. Providers must live in the home in which they are operating their child care business. Providers must have a business license from the City of Reno.



Business License

The City of Reno Business License Division manages the process of issuing licenses that allow businesses to legally operate within the City of Reno. Business License ensures businesses adhere to local laws and regulations. All child care businesses must obtain a City of Reno Business License.

Click the link to [Submit application](#) and fees based on facility type.

Business License

Phone: 775-334-2090

Email: businesslic@reno.gov

Family Child Care - In Home

Approvals & Permits for Family Child Care Home Renovations & Construction

Child Care providers who want to renovate and/or do construction at a family child care home in the City of Reno must contact the following 2 departments to determine if their renovation and/or construction plans require review and approval. Child Care Licensing will also need to approve plans.



Planning

Phone: 775-321-8309

Email: planning@reno.gov



Building & Safety

Phone: 775-334-2063

Email: permits@reno.gov

If Planning or Building and Safety determines that review and approval by the fire department is required, they will inform you.

Although each department has their specific focus, they all review renovation/construction plans, issue permits, and conduct inspections. The departments review proposed renovation and/or construction for all child care facilities. Each department may charge a fee or a series of fees. The timeline to review plans and issue permits can vary by department.

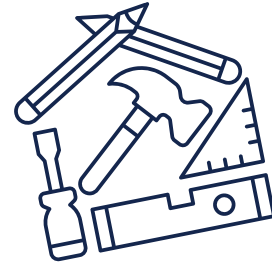


Family Child Care - In Home

RENOVATIONS AND CONSTRUCTION OF FAMILY CHILD CARE HOMES

Renovation and construction of family child care homes in the City of Reno may require approvals from various agencies. Common renovations and construction of family child care homes may include:

- **Painting**
- **Replacing or adding carpeting**
- **Installing air conditioning**
- **Installing or repairing sprinkler system**
- **Repairing or installing a new roof**
- **Repairing plumbing**
- **Upgrading electrical**
- **Changing the landscaping including installing sprinklers**
- **Removing and/or adding walls to change the size of an existing room, or adding a new room**
- **Installing outdoor play equipment or structure**



The City of Reno is required to ensure that buildings are safe and that their use is compatible with the neighborhood and residential, commercial, or other land uses in the area. To fulfill this responsibility, the City has processes for learning what renovations and/or construction are being proposed to determine if the changes are safe and compatible with other uses in the area, and if zoning and/or building permits are needed.

Nevada Division of Social Services Child Care Licensing (CCL), is the state agency that regulates and oversees child care facilities and must also **be notified about proposed renovations and construction** of licensed child care facilities. **CCL conducts its own inspections** to ensure the renovations and/or construction are consistent with CCL licensing requirements.

Family Child Care - In Home

Building & Safety: Plan Checks and Building Permits

Building & Safety ensures safe building design and construction in the City of Reno. Building & Safety services include issuing building permits, reviewing and monitoring the design, construction, installation, demolition, and maintenance of privately or publicly owned buildings and structures through the enforcement of the City of Reno's building codes and regulations. Building permits may be required for construction of a new building, a building addition, or renovating an existing building.

Generally, building permits are required for the following:

- **New buildings**
- **Additions to buildings**
- **Tenant improvements/renovations to property**
- **Miscellaneous items** (decks, patios, fences over six feet, fireplaces, pools, retaining walls, ADA striping, and path of travel, etc.)
- **Remodels and renovations** (changes in occupancy or use, garage conversions, kitchen remodels, stucco, window(s) and door(s) change outs, etc.)
- **Grading work**
- **New, expanded, or replaced:**
 - electrical items
 - mechanical items
 - plumbing items



Prior to obtaining building permits, Building & Safety must review the construction plans to ensure the facility meets Building Code standards. This review process is known as Building Plan Check.

An accurate and detailed set of plans, specifications, and supporting documents are required for most construction projects. Typical minor projects can be reviewed during a visit to a Building & Safety office or electronically via [OneNV.us](https://www.oneNV.us) the online portal to Building & Safety's electronic permitting services. For more complex projects, an appointment can be made with a Building & Safety office.

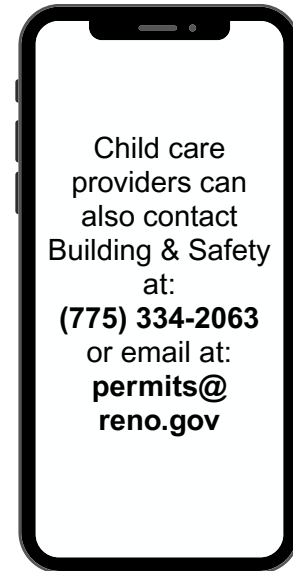
Family Child Care - In Home

How to Apply for a Plan Check and/or Building Permit



Child care providers are encouraged to contact their local Building & Safety office or visit the City of Reno building department [website](#) to determine which plans and permits they may need for renovation and/or construction of their family child care home. After learning which plan(s) and/or permit(s) are required, child care providers can access the appropriate application(s) on [OneNV.us](#). On the [OneNV.us](#) site, child care providers can submit plans, specifications, and supporting documents for review and approval, pay permit fees and apply for a permit. From the [OneNV.us](#) homepage, the applicant will need to login to their account, or register for a new account. From the building tab, select create an application by address. A step-by-step guide can be found using the [Electronic Permit Submittal Guide](#).

The Plan Check and Building Permit Fees vary based on the value of the work. The most recent valuation schedule can be found in the [fee section](#).



The Building & Safety Plan Check timeline is 10 days for the initial review and 3 days for each subsequent review. Timelines may vary depending on complexity of project.



Expires after 12 months

Every permit issued by Building & Safety will **expire** if the work is not **started within 6 months**.



One or more extensions may be granted for a period not exceeding **180** days from the date the permit expires.

Typically, only **2** extensions are granted, unless Building & Safety determines there is a hardship.

Family Child Care - In Home

Checklist: Building/Plan Check Application



CHECKLIST OF ITEMS TO BE INCLUDED WITH A BUILDING/PLAN CHECK APPLICATION

- Title Sheet for Plan Set** - The address of the building, and the name and address of the owner(s), and person(s) preparing the plans, legal description, assessor parcel number (s), zoning designation, construction type, occupancy group(s), parking summary, size of property, floor area ratio, and lot coverage tabulations of the lot, tabulation of existing, proposed and required parking spaces, and project description are required on the first sheet of plans.
- Site Plan** - A fully dimensioned site plan showing the location of all property lines, all easements with dimensions, lot area, landscaping, north arrow, all structure-to-property line setback dimensions (existing and proposed), all proposed and existing utility meters, public sewer connections and fire hydrant locations and the location and dimensions of all walks, driveways, and hardscape. If the architect or engineering professional responsible for the plans is involved and is stamping plans, then one of them must wet stamp and wet sign the site plan.
- Floor Plan** - Fully dimensioned floor plans are required for every affected story. Every room shall identify the existing and intended use. Door and window schedules shall be provided to identify the dimension and type of door and windows. The floor plans shall identify all existing and new construction.
- Disabled Access** - Fully dimensioned details indicating compliance with disabled access requirements, including disabled parking spaces, paths of travel from disabled parking spaces to building entrance, building entrance and paths of travel within the building, and disabled access to facilities within the building, including restrooms, telephones, drinking fountains and counters.
- Exterior Elevations** - Fully dimensioned elevation drawings that show existing and finished grade lines, walls and roof finish material, and the location of all openings. The elevation drawings shall identify the building height at all critical locations. Elevations are only required for new building construction or an addition.

The above items and a completed application form must be submitted to Building & Safety

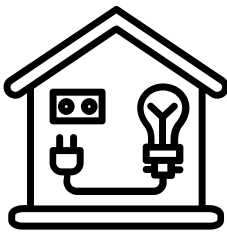
Plans, specifications, and supporting documents may be prepared by a licensed civil engineer, architect, or drafts-person. Structural elements of a plan must be reviewed and stamped by a licensed engineer.

Family Child Care - In Home

Building Permit

Once the Building Plan Check is approved, a building permit can be issued. Permit issuance is dependent upon the approval of other required agencies that may be triggered based on the scope of work. The permit can only be issued to a contractor with the appropriate license(s) and insurance, to the property owner in certain cases, or to an agent representing one of these two permittees.

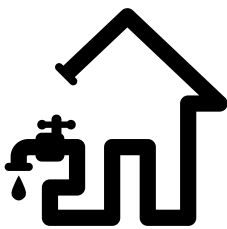
In addition to a building permit for a newly constructed building, a building addition, or renovation (tenant improvement) to an existing building or leased space, Building & Safety may also require the child care provider to obtain the following permits:



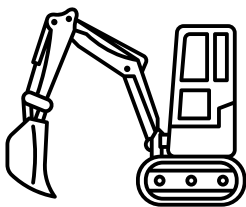
Electrical Permit: This permit is required when installing, altering, reconstructing, or repairing any electric wiring.



Mechanical Permit: This permit is required to install, alter, reconstruct, remove or repair any heating, ventilation or air conditioning, equipment, and duct work.



Plumbing Permit: This permit is required when installing, altering, reconstructing, removing or repairing any plumbing, water piping, fire sprinkler system, lawn sprinkler system, sewage system, or swimming pool piping. It is also required when replacing a water heater.



Grading Permit: This permit is generally required for all on-site grading for a new building or building addition.

Permit fees are determined in relation to the value of the work. The volume of earth handled determines grading permit fees. Fees for other listed permits are based on the number of outlets, fixtures, and/or square footage.

Family Child Care - In Home

Inspection for Building Permits

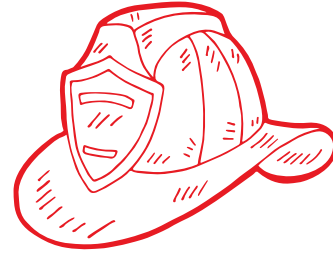
All construction or work for which a building permit is required is subject to inspection by **Building & Safety**. When a permit is issued, an inspection record card is provided to post at the jobsite. When the permitted work reaches a certain phase of construction the permit holder is required to call **Building & Safety** that issued the permit to schedule an inspection. An inspector will review the work for compliance with the requirements of the code(s), the approved plan and specifications, and that the work matches the permit's scope of work.

The number of required inspections depends on the complexity of the job. The inspection record card will indicate at which phase of construction an inspection is required. Generally, all work will need to be inspected before being covered by a building permit. Once the inspector has approved a portion, then the job can progress to the next phase of construction. The project is complete once any required agency approvals have been obtained and the work covered by the permit(s) has passed final inspection (i.e., inspection record card and permit(s) have been signed and dated).



Family Child Care - In Home

When do I Contact the Reno Fire Department vs State Fire Marshal?



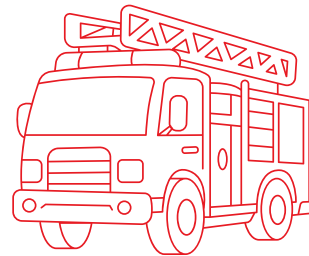
Nevada State Fire Marshal

The State Fire Marshal inspects licensed family child care homes to ensure compliance with fire safety standards and to eliminate hazardous conditions that threaten life, environment, and property, which includes ensuring that child care facilities are clean and clear both inside (e.g., home and garage) and outside (e.g., landscaping).

Phone: 775-684-7531

Email: CofC@dps.state.nv.us

More information: [Click Here](#)



CITY OF RENO FIRE

For In Home child care you will work directly with the **State** Fire Marshall. You do not need to contact the City of Reno Fire department.

Family Child Care - In Home

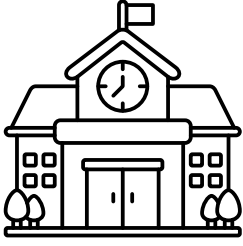
Facilities Development Checklist



Checklist of Steps for Facilities Development

- 1. If a provider is planning a child care center, they should first verify that the location (parcel) is zoned for child care.
- 2. If a provider is opening a family or group child care in a rented or leased house, the provider must have written approval from their landlord.
- 3. If the location is in a child care approved zone, they will need a Minor Conditional Use Permit (MUP) approval from Planning.
- 4. Certain renovations and/or construction at a the family child care facility will also require Building & Safety Plan Check in order to obtain necessary building permits. Child care providers are encouraged to contact the Reno Building and Safety office.
- 5. Child care providers with a family child care license issued by Child Care Licensing are required to notify CCL prior to renovating or doing construction at the family child care facility.
- 6. If Reno Planning or Building and Safety determines that the renovation or construction requires review and approval by the Fire Department, those department(s) will contact the Fire Department to plan a for a fire inspection.

Center Based - Childcare Center



Child care centers are facilities in which the licensee regularly provides day or night care for more than 12 children and which is developmentally appropriate for those children.



Choosing the RIGHT Site

Child Care Centers have certain requirements under the Nevada Revised Statutes 432A

- Sufficient indoor and outdoor space to care for the desired number of children
- Outside play area must be fenced, shaded and attached to the building
- One bathroom and sink per 15 children
- Building must have fire suppression



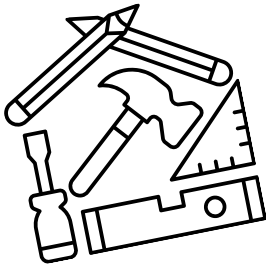
Other City of Reno Requirements:

- Identify if Americans with Disabilities Act (ADA) renovations are necessary.
- Driveways, circulation, loading, etc shall be approved by the city.
- Parking requirements based on capacity (about 1 space per 10-12 children - depending on zone)
- Backflow water valve
- Regional Road Impact Fee
- Police Facilities Impact Fee
- Sewer Connection Fees

Center Based - Childcare Center

RENOVATIONS AND CONSTRUCTION OF CHILD CARE FACILITIES

Using a property as a child care center as well as making renovations to and construction of child care facilities in Reno may require approvals from various agencies. Common renovations and construction of child care facilities may include but not limited to:



- **Installing air conditioning**
- **New construction**
- **Repairing or installing a new roof**
- **Repairing plumbing**
- **Upgrading electrical**
- **Removing and/or adding walls to change the size of an existing room, or adding a new room**
- **Installing outdoor play equipment or structure**

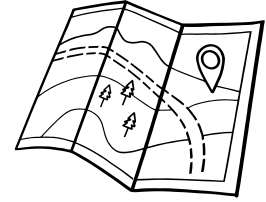
The City of Reno is required to ensure that buildings are safe and that their use is compatible with the neighborhood and residential, commercial, or other land uses in the area. To fulfill this responsibility, the City of Reno has processes for learning what renovations and/or construction are being proposed to determine if the changes are safe and compatible with other uses in the area, and if zoning and/or building permits are needed.

Nevada Division of Social Services **Child Care Licensing (CCL)**, the state agency that regulates and oversees child care facilities also **needs to be notified about proposed renovations and construction** of licensed child care facilities. **CCL conducts its own inspections** to ensure the renovations and/or construction are consistent with regulations.



Center Based - Childcare Center

Zoning



To determine if renovation and/or construction plans for a center based child care will require Reno review and approval, child care providers must first find out if their child care facility is zoned for child care.

Child care providers can contact Reno's planning department at planning@reno.gov to find out if their facility is in a child care approved area and their specific zone.

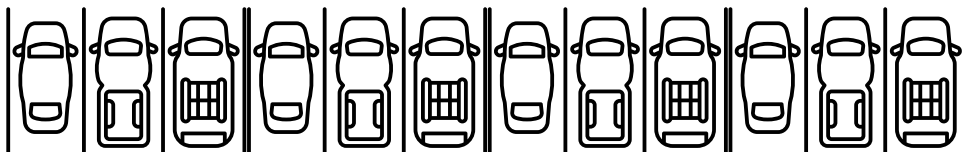
All below requirements come from Title 18 of the Reno Municipal Code (RMC)

Zoning Districts	Residential						Urban										Employment			Special			Use-Specific Standards										
	LR-2.5	LR-1	LR-5	SF-3	SF-5	SF-8	SF-11	MF-14	MF-21	MF-30	MD-ED	MD-UD	MD-ID	MD-RD	MD-NWQ	MD-PD	MU	MS	GC	NC	PO	MULMC		MURES	I	IC	ME	MA	PGOS	PF	UT-5	UT-10	UT-40
Childcare, Center	M	M	M	M	M	M	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18.03.303(b)(2)

Most zones require a (MUP) Minor Conditional Use Permit or Permitted by Right and additional standards (depending on location, site and building). Reach out to the Planning Department for specifics.

Parking Requirements

Your site will need to have adequate parking to serve your families. There are two levels of parking requirements, depending on your location or zone. If you are choosing to implement a drop-off system, all discharging or loading of passengers must be accomplished onsite, no spill over on the street.



Child Care Center Parking	Level 1 Parking	Level 2 Parking
Square Foot Requirements	1 space per 500 square feet	1 space per 400 square feet
Per Child Conversion	1 space per 12 children	1 space per 10 children

Center Based - Childcare Center

Permits

Reno's Planning Department performs all land use planning functions for Reno. The Planning Department services include long range planning, land development review and zoning code enforcement.

Child care providers seeking to renovate and/or do construction at a center based facility may be required to obtain review and approval by the planning department. It is important to note that properties within different areas of Reno may have special requirements. Therefore, child care providers are always encouraged to contact Planning to confirm what reviews, approvals, and fees, if any, apply.

What is a Minor Conditional Use Permit?

This process examines proposed uses and activities on a property to ensure their compatibility with surrounding areas and to mitigate potential impacts. Projects requiring a minor conditional use permit are generally expected to be less intense than those requiring a conditional use permit. Minor conditional use permits are reviewed administratively, while conditional use permits require a public hearing by the Planning Commission. Both application types require notice to nearby property owners.

What is Permitted by Right?

This means that you can go straight to a building permit or business license if you do not need a building permit and no improvements are being done.

The MUP fee for a
child care center is approximately
\$ 4,400.00

The Permitted by Right fee for a child
care center is typically
N/A

Center Based - Childcare Center

Additional Fees that may be Required

Below are additional fees that may be needed depending on your zone and scope of development. For example, if you are taking over an existing child care, these fees are often not required. However, if you are building a new child care site, these fees are typically required. These will be assessed at the building permit stage.

Regional Road Impact Fees

Regional Road Impact Fees (RRIF) are fees charged to new development in Reno, Sparks, and Washoe County to fund new road projects. The fees are assessed using a fee schedule adopted by the three jurisdictions. The fee varies depending on the development.



Police Facilities Impact Fees

This fee was originally put into place to help fund the public safety center. These fees are assessed using a fee schedule that was adopted by the City of Reno. The fee varies depending on the development.

Sewer Connection Fees

Sewer connection fees are charged at the building permit stage and vary based on where the development is occurring, and what is being developed.



Center Based - Childcare Center

Approvals & Permits for Child Care Facilities Renovations & Construction

Child Care providers who want to renovate and/or do construction at a child care center in Reno must contact the following 2 departments to determine if their renovation and/or construction plans require review and approval. Child Care Licensing will also need to approve plans.



Planning

Phone: 775-321-8309

Email: planning@reno.gov



Building & Safety

Phone: 775-334-2063

Email: permits@reno.gov

If Planning or Building and Safety determines that review and approval by the fire department is required, they will inform you.

Although each department has their specific focus, they all review renovation/construction plans, issue permits, and conduct inspections. The departments review proposed renovation and/or construction for all child care facilities. Each department may charge a fee or a series of fees. The timeline to review plans and issue permits can vary by department.



Center Based - Childcare Center

Building and Safety: Plan Check & Building Permits

Building & Safety ensures safe building design and construction in Reno. Building & Safety's services include issuing building permits, reviewing and monitoring the design, construction, installation, demolition, and maintenance of privately or publicly owned buildings and structures through the enforcement of the Reno's building codes and regulations. Building permits may be required for construction of a new building, a building addition, or renovating an existing building.

Generally, building permits are required for the following:

- **New Building**
- **Additions to buildings**
- **Tenant improvements/renovations to property**
- **Miscellaneous items** (patios, fences over 6 feet, retaining walls, ADA striping, and path of travel, playground structures, ect.)
- **Remodels and renovations** (changes in occupancy or use, kitchen remodels, stucco, window(s), and door(s) change outs, ect.)
- **Grading work**
- **New, expanded, or replaced**
 - electrical items
 - mechanical items
 - plumbing items

Prior to obtaining building permits, Building & Safety must review the renovations and/or construction plans to ensure the facility meets Building Code Standards. This review process is know as Building Plan Checks.

An accurate and detailed set of plans, specifications, and supporting documents are required for most construction projects. Typical minor projects can be reviewed during a Building & Safety office or electronically via your [OneNV.us](https://www.onenv.us) account. For more complex projects, an appointment can be made with Building & Safety.



Center Based - Childcare Center

Americans with Disabilities Act

All child care centers must meet Americans with Disabilities Act (ADA) accessibility requirements. The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all Nevada building owners and tenants with buildings open to the public.

Child care centers must provide the same ADA features required for commercial buildings. ADA features may include, but must not be limited to, ADA accessible restrooms, interior or exterior ramps, curb ramps, access ramps, ADA door hardware and kick-plates, a clear path of travel from the public right-of-way, non-slip floor surfacing, stair tread stripping, handrail extensions, and clear floor maneuvering dimensions.

Additional information regarding ADA requirements can be found by contacting Building & Safety.

Phone: 775-334-2063
Email: permits@reno.gov



Center Based - Childcare Center

How to Apply for a Plan Check and/or Building Permit



Child care providers are encouraged to contact their local Building & Safety office or visit the City of Reno building department [website](#) to determine which plans and permits they may need for renovation and/or construction of their family child care home. After learning which plan(s) and/or permit(s) are required, child care providers can access the appropriate application(s) on [OneNV.us](#).

On the [OneNV.us](#) site, child care providers can submit plans, specifications, and supporting documents for review and approval, pay permit fees and apply for a permit. From the [OneNV.us](#) homepage, the applicant will need to login to their account, or register for a new account. From the building tab, select create an application by address. A step-by-step guide can be found using the [Electronic Permit Submittal Guide](#).

It is strongly recommended that child care providers consult with the Building & Safety Office before making financial or construction related decisions.

The Plan Check and Building Permit Fees vary based on the value of the work. The most recent valuation schedule can be found in the [fee section](#).

Child care providers can also contact Building & Safety at: **(775) 334-2063** or email at: permits@reno.gov



The Building & Safety Plan Check timeline is 10 days for the initial review and 3 days for each subsequent review. Timelines may vary depending on complexity of project.



Expires after 12 months

Every permit issued by Building & Safety will **expire** if the work is not **started within 12 months**.



One or more extensions may be granted for a period not exceeding 180 days from the date the permit expires.

Typically, only 2 extensions are granted, unless Building & Safety determines there is a hardship.

Center Based - Childcare Center

Checklist: Building/Plan Check Application



CHECKLIST OF ITEMS TO BE INCLUDED WITH A BUILDING/PLAN CHECK APPLICATION

- Title Sheet for Plan Set** - The address of the building, and the name and address of the owner(s), and person(s) preparing the plans, legal description, assessor parcel number (s), zoning designation, construction type, occupancy group(s), parking summary, size of property, floor area ratio, and lot coverage tabulations of the lot, tabulation of existing, proposed and required parking spaces, and project description are required on the first sheet of plans.
- Site Plan** - A fully dimensioned site plan showing the location of all property lines, all easements with dimensions, lot area, landscaping, north arrow, all structure-to-property line setback dimensions (existing and proposed), all proposed and existing utility meters, public sewer connections and fire hydrant locations and the location and dimensions of all walks, driveways, and hardscape. If the architect or engineering professional responsible for the plans is involved and is stamping plans, then one of them must wet stamp and wet sign the site plan.
- Floor Plan** - Fully dimensioned floor plans are required for every affected story. Every room shall identify the existing and intended use. Door and window schedules shall be provided to identify the dimension and type of door and windows. The floor plans shall identify all existing and new construction.
- Disabled Access** - Fully dimensioned details indicating compliance with disabled access requirements, including disabled parking spaces, paths of travel from disabled parking spaces to building entrance, building entrance and paths of travel within the building, and disabled access to facilities within the building, including restrooms, telephones, drinking fountains and counters/
- Exterior Elevations** - Fully dimensioned elevation drawings that show existing and finished grade lines, walls and roof finish material, and the location of all openings. The elevation drawings shall identify the building height at all critical locations. Elevations are only required for new building construction or an addition.

The above items and a completed application form must be submitted to Building & Safety

Plans, specifications, and supporting documents may be prepared by a licensed civil engineer, architect, or drafts-person. Structural elements of a plan must be reviewed and stamped by a licensed engineer.

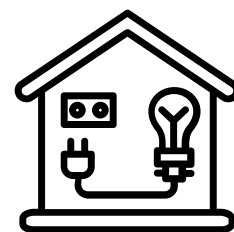
Center Based - Childcare Center

Building Permit

Once the Building Plan Check is approved, a building permit can be issued. Permit issuance is dependent upon the approval of other required agencies that may be triggered based on the scope of work. **The permit can only be issued to a contractor with the appropriate license(s) and insurance, to the property owner in certain cases, or to an agent representing one of these two permittees.**

In addition to a building permit for a newly constructed building, a building addition, or renovation (tenant improvement) to an existing building or leased space, Building & Safety may also require the child care provider to obtain the following permits:

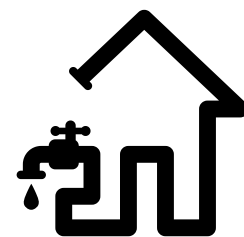
Electrical Permit: This permit is required when installing, altering, reconstructing, or repairing any electric wiring.



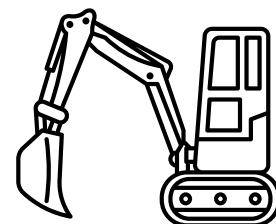
Mechanical Permit: This permit is required to install, alter, reconstruct, remove or repair any heating, ventilation or air conditioning, equipment, and duct work.



Plumbing Permit: This permit is required when installing, altering, reconstructing, removing or repairing any plumbing, water piping, fire sprinkler system, lawn sprinkler system, sewage system, or swimming pool piping. It is also required when replacing a water heater.



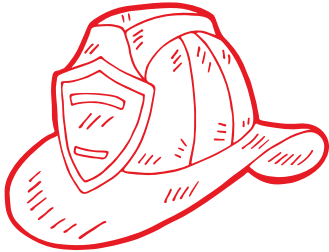
Grading Permit: This permit is generally required for all on-site grading for a new building or building addition.



Permit fees are determined in relation to the value of the work. The volume of earth handled determines grading permit fees. Fees for other listed permits are based on the number of outlets, fixtures, and/or square footage.

Center Based - Childcare Center

When do I Contact the Reno Fire Department vs State Fire Marshal?



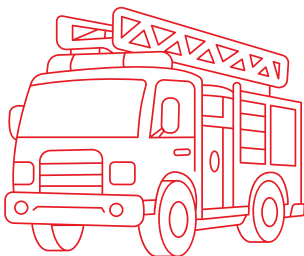
Nevada State Fire Marshal

The State Fire Marshal inspects licensed child care centers to ensure compliance with fire safety standards and to eliminate hazardous conditions that threaten life, environment, and property, which includes ensuring that child care facilities are clean and clear both inside (e.g., home and garage) and outside (e.g., landscaping). The State Fire Marshall typically completes annual inspections.

Phone: 775-684-7531

Email: CofC@dps.state.nv.us

More information: [Click Here](#)



CITY OF RENO FIRE INSPECTION AND APPROVAL PROCESS

The Reno Fire Department will inspect during the business licensing application process.



Center Based - Childcare Center

Inspection for Building Permits

All construction or work for which a building permit is required is subject to inspection by Building & Safety.

When a permit is issued, a permit card is provided to post at the jobsite. When the permitted work reaches a certain phase of construction the permit holder is required to call the Building & Safety Division that issued the permit to schedule an inspection. An inspector will review the work for compliance with the requirements of the code(s), the approved plan and specifications, and that the work matches the permit's scope of work.

The number of required inspections depends on the complexity of the job. The inspection record card will indicate at which phase of construction an inspection is required. Generally, all work will need to be inspected before being covered by a building permit. Once the inspector has approved a portion, then the job can progress to the next phase of construction. The project is complete once any required agency approvals have been obtained and the work covered by the permit(s) has passed final inspection (i.e., inspection record card and permit(s) have been signed and dated).



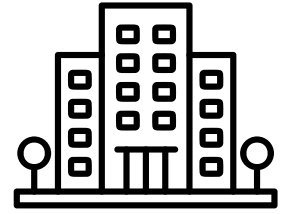
Certificate of Occupancy

A child care center is not permitted to open or operate until Building & Safety has approved the new building, a building addition, or renovation (tenant improvement) and issues a Certificate of Occupancy. The Certificate of Occupancy includes the building permit number, the address of the building and tenant space if applicable, the name and address of the owner and tenant if applicable, and a description of that portion of the building for which the certificate is issued. **Certificate of Occupancy will be issued after final inspection and all required fees have been paid.**

The child care center also needs to be approved by Child Care Licensing before operating.

Onsite - Workplace

A child care center accessory to a principal business for the purpose of providing employees with onsite daycare and training for their child or children.



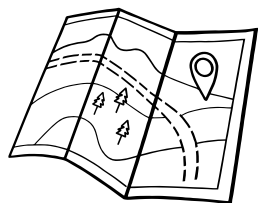
Onsite is Similar to Center Based

Onsite Centers have many of the same building and permitting requirements as center based care.

- Must be zoned for child care
- Original business environment must be safe to have adjacent child care
- Sufficient indoor and outdoor space to care for the desired number of children
- One bathroom and sink per 15 children
- Building must have fire suppression

Onsite - Workplace

Zoning



To determine if renovation and/or construction plans for an onsite child care will require Reno review and approval businesses must first find out if their business is zoned for child care.

Businesses can contact Reno’s planning department at planning@reno.gov to find out if their facility is in a child care approved area and their specific zone.

All below requirements come from Title 18 of the Reno Municipal Code (RMC)

Zoning Districts	Residential									Urban										Employment				Special			Use-Specific Standards						
	LLR-2.5	LLR-1	LLR-5	SF-3	SF-5	SF-8	SF-11	MF-14	MF-21	MF-30	MD-ED	MD-UD	MD-ID	MD-RD	MD-NWC	MD-PD	MU	MS	GC	NC	PO	MU-MC	MU-RES	I	IC	ME		MA	PGOS	PF	UT-5	UT-10	UT-40
Childcare, Workplace	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	18.03.405(d)

‘A’ use that is subordinate in purpose to the principal use or uses, contributes to the operations of the principal use or uses, and is located on the same site as the principle use or uses.

The City of Reno has all areas zoned as accessory (A) onsite facilities. This means that you do not need a permit from the City of Reno to open an onsite child care as long as it is not your primary business and serves your employees. Businesses would contact The City of Reno’s Building & Safety Department to make sure their building is safe to operate child care.

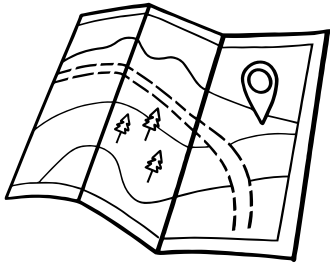
Other Requirements

An onsite or workplace center is similar to a center-based child care and follows the same processes & procedures. Please use the following sections in the center-based care section.

- Permits Overview [p. 24](#)
- Approval and Permits for Facility Renovations & Construction [p. 25](#)
- Building and Safety - Plan Check & Building Permits [p.27-29](#)
- Fire Department [p. 30](#)
- Inspections for Permits [p. 31](#)



Contact Information



Planning

Phone: 775-321-8309 Email: planning@reno.gov

Planning performs all land use planning functions for Reno. Planning services include long range planning, land development counseling, project/case intake and processing, and zoning code enforcement for Reno.



Building & Safety

Phone: 775-334-2063 Email: permits@reno.gov

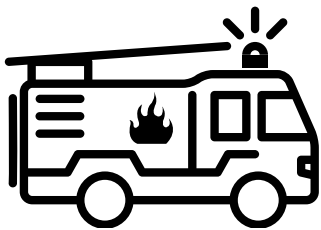
Building and Safety provides services to ensure safe building design, construction, approval of completed building projects, and code enforcement. Building & Safety's services include issuing building permits, reviewing and monitoring design, construction, installation, demolition and maintenance of private or publicly owned buildings and structures through the enforcement of the City's building codes and regulations.



Business License

Phone: 775-334-2090 Email: businesslic@reno.gov

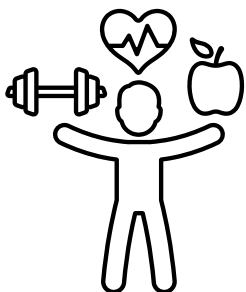
The City of Reno Business License Division manages the process of issuing licenses that allow businesses to legally operate within the City of Reno. Business License ensures businesses adhere to local laws and regulations.



Reno Fire Department

Phone: 775-334-2300 Email: Beckj@reno.gov

The Reno Fire Department provides the City of Reno with effective, efficient, and equitable life safety and property protection through things like fire inspections, plan review, and fire investigations.



Northern Nevada Public Health

Phone: 775-328-2434 Email: EHSPermitted@nnph.org

The Northern Nevada Public Health (NNPH) partners with Child Care Licensing to inspect all child care facilities under the . We work with the operators to ensure a healthy and environmentally safe facility for our communities' children.

Fees

Permit Fee	TBD (Depends on site, construction, and scale)
Regional Road Impact Fee	\$4,689.76 - \$5,121.54/1,000 Gross Floor Area (GFA)
Police Facilities Impact Fee	\$70 per 1,000 GFA
Sewer Connection Fees	Depends on the number of fixtures
Minor Conditional Use Permit (MUP)	Approximately \$4,400.00



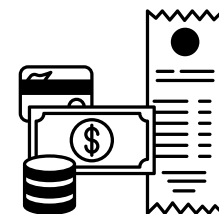
Child Care Facilities Building
(New Construction or Change of Use)



Business License Fees

	Family Child Care 6 or less children	Family Child Care 7 - 12 children	Center Based
Application Fee	\$25.00	\$25.00	\$40.00
Planning Fee	N/A	\$36.00	\$83.00
Building Fee	N/A	N/A	\$83.75
Fire Fee	N/A	N/A	\$100.00
Licensing Fee	See gross receipt table		

\$0 - \$20,00	\$70
\$20,001 - \$100,000	\$150
\$100,001 - \$5,000,000	.00085 x amount over \$100,000 plus \$150
\$5,000,001+	.00065 x amount over \$5,000,000 plus \$4,315



Gross Receipts Table

Definitions

Americans with Disabilities Act (ADA):

The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities.

Building Permit:

A type of permit that requires approval from the city or county where the child care facility is located and allows for new construction and additions or remodeling of existing structures. This includes electrical, plumbing, mechanical, and grading permits.

Business License:

A license issued by the city or county that gives an individual permission to operate a business. The city or county may also call the business license a business tax certificate, business fee, local business tax, or home occupation permit.

Child Care Center (Reno Code: Childcare Center):

A child care facility of any capacity, other than a family child care home, in which less than 24-hour per day nonmedical care and supervision are provided to children (persons under the age of 18) in a group setting.

Child Care Facility:

A term used in this Toolkit to refer to both family child care homes and child care centers.

Child Care License:

A license issued by the Nevada Division of Social Services, Child Care Licensing (DSS CCL) which allows an individual to operate a family child care home or child care center in Nevada.

Child Care Provider:

A person who operates a child care facility.

Conditional Use Permit (CUP):

A type of zoning permit issued by the Planning Department to allow certain uses of a property.

Division of Social Services Child Care Licensing (CCL):

The state agency that regulates and oversees child care facilities.

Environmental Assessment:

The review of potential environmental effects of a project.

Environmental Impact Report (EIR):

A report to inform the public and public agency decision-makers of potential environmental effects of a proposed project, identify possible ways to minimize those effects, and describe reasonable alternatives to the project.

Definitions

Family Cares (Reno Code: In-Home):

Family Cares are facilities within an individual's residential home. They are allowed to care for up to six children within their home with a license and a curriculum.

Family Child Care Home Reno Code: (In-Home):

A facility that regularly provides care, protection, and supervision for twelve or fewer children, in the provider's own home, for periods of less than 24 hours per day, while the parents or guardians are away, and is either a family cares child care home or a group cares child care home.

Group Cares (Reno Code: In-Home):

Group Cares are facilities within an individual's residential home. They are allowed to care for seven to 12 children within their home and require one additional caregiver and a curriculum.

Minor Conditional Use Permit (MUP):

A type of zoning permit issued by the Planning Department to regulate uses and development that are limited in scope and impacts, may be appropriate in the applicable zone, and require additional consideration to ensure proper integration with the surrounding community.

Onsite (Reno Code: Workplace)

A child care facility located at a business designed to serve the business employees.

Plan Check:

A review of plans, drawings, and documents by the Department of Public Works, Building & Safety Division in order to ensure compliance with building codes. Plan Check may be required before a building permit can be issued.

Zoning:

Cities and counties divide land into areas called zones and each zone has rules and regulations for land development that differ from other zones. Cities and counties are required to make sure that the uses of buildings in each zone follow the zoning rules of the zone where the building is located.

Zoning Permit:

A permit that allows the use of a property for a specific reason. A zoning permit may be called a conditional use permit, administrative use permit, minor conditional use permit, use permit, home occupation permit, or site plan review.

This Child Care Toolkit was inspired by “CHILD CARE FOR ALL - HOW TO DEVELOP AND RENOVATE EARLY CARE AND EDUCATION FACILITIES IN LOS ANGELES COUNTY”

Brought to you by



About The Children's Cabinet

Established in Reno in 1985, The Children's Cabinet exists to keep children safe and families together by offering services and resources that address unmet needs. The organization represents a unique and effective collaboration between the private sector and public agencies in Nevada. The Children's Cabinet helps more than 15,000 families annually with a wide range of services: basic needs, child care resources, education, work experience programs, crisis intervention, and family counseling. As a non-profit agency, The Children's Cabinet relies on community support to provide programs and services at no charge to children and their families.



CITY OF
RENO

