



James Turcio
Building Official

CITY OF NEW HAVEN

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BUILDING DEPARTMENT

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Michael Piscitelli
Economic Development
Administrator

Daycare Guidelines

1. Site plan showing property lines, parking areas, and handicap access
2. Preliminary Zoning Approval
3. Plans stamped/sealed by Connecticut licensed architect. Plans should contain the following information:
 - a. Address
 - b. Construction type of structure
 - c. Use Group
 - d. Number of children and age group served
 - e. Designation as to whether the structure is a mixed use/separated use or mixed use/non-separated use structure
 - f. All required fire separation assemblies-both location and construction details
 - g. All handicap accessible elements required-bathrooms, ramps, doorways, etc.
 - h. Location of all required smoke detectors
 - i. Location of any required fire alarm devices
 - j. Other Building Code requirements
4. Please note that a licensed family day care home that accommodates six (6) or fewer children plus a maximum of three additional children who are in school full time during the regular school year does **not** come under the Building Department's jurisdiction.
5. Permit Process:
 - a. Check with Zoning – 203-946-6375
 - b. Submit an Online Building Permit application via the permitting software system www.citysquared.com
 - c. Upon successful review by all pertinent City Departments, a Building Permit will be issued electronically. Electrical, Mechanical and Plumbing permits may also be required.
 - d. Upon issuance of a Building Permit, call the assigned Inspector for all required inspections
 - e. Call Fire Marshal for final inspection
 - f. Upon completion of all required inspections, the Building Department will issue a Certificate of Occupancy and the daycare will be allowed to obtain any state approvals required and then be permitted to open.