

# City of Alameda

[www.ci.alameda.ca.us](http://www.ci.alameda.ca.us)

## Planning Department

City Hall, Room 190  
2263 Santa Clara  
Alameda, CA 94501  
510.748.4554

## Fire Department

950 West Mall Square, Suite 150  
Alameda, Ca 94501  
510.749.5885

## Community Care Licensing

1515 Clay Street, Suite 1102  
Oakland, CA 94612  
510.622.2602

## Business License Information

Finance Department  
510.748.4561

## Building Department

Permit Technician  
510.748.4530

## Local Resource & Referral Agency

BANANAS, Inc.  
510.658.7353

## Small Family Child Care Homes

*Maximum of 8 children, including provider's own children less than 10 years old.*

*Small family child care is allowed "by right" in residential districts. No zoning, fire, or business permits are required.*

## Large Family Child Care Homes

*Maximum of 14 children, including provider's own children less than 10 years old.*

**Zones:** Residential, commercial, industrial and mixed use districts.

**Permit:** Use permit. **Fee:** \$650

**Approximate Time for Approval:** 12 to 24 weeks

**Application:** Currently, available at the planning department. The completed application including site plans, written statement of expected impacts, etc. is reviewed by individual departments before planning staff makes recommendation at a public hearing before the Planning Board. The City of Alameda is currently upgrading their application process to include on-line forms, tracking the for the status of projects on-line, and an in-house development review committee to examine projects with representatives from fire, building, engineering, and police departments.

**Impact Requirements:** Providers must ensure one parking space for every 600 feet of gross floor area. Traffic concerns are addressed on a case by case basis. Residences must meet building and fire safety requirements before permit is issued.

**Hearing:** A hearing before the Planning Board is required to approve a permit. Residents within a 300 foot radius are notified and the applicant is encouraged to attend. After the Planning Board approves the final conditions of the permit, providers have 3-6 months to complete additional reviews or building modifications in order to comply with the Planning Board's recommendations. The permit is valid for the entire time that the land is in use for child care and is only called into review or revoked by significant public complaint.

**Appeal Process:** Individuals can appeal within ten days of the Planning Board's decision. Appeal date is determined by planning staff and heard before the City Council. **Appeal Fee:** \$120.

**Fire Clearance:** Required. **Fees:** There is a one time pre-inspection fee of \$42 per hour. Average inspection lasts 30 minutes. There is no charge for follow-up inspections.

**Business License:** Required. Applications available on-line. **Fee:** \$.40 per \$1000 generated from gross receipts, minimum \$65.

## Child Care Centers

**Zones:** Commercial, industrial are by right and limited residential districts with use permit.

**Permit:** No permit requirement for centers wishing to operate in commercial or industrial districts. A use permit is required for residential districts. **Fee:** \$650

**Approximate Time for Approval:** 12-24 weeks if use permit is required.

**Application:** Same process and application as large family child care homes seeking a use permit.

**Impact Requirements:** Providers must ensure one parking space for every 600 feet of gross floor area. Traffic concerns are addressed on a case by case basis.

**Hearing:** Same as large family child care home requiring a use permit.

**Appeal Process:** Same as large family child care homes appealing a use permit. **Appeal Fee:** \$120

**Fire Clearance:** Required. **Fees:** One time pre-inspection fee of \$42 per hour. Average inspection lasts 30 minutes. No charge for follow-ups.

**Business License:** Required. Applications are available on-line. **Fee:** \$.40 per \$1000 generated from gross receipts, minimum \$65

Fee information is as of October 2002. Fees and process should be used as general guidelines, and could be subject to change.

