

## Community Development Division

1000 San Pablo Avenue  
Albany, CA 94706  
510.528.5760

## Fire Department

1000 San Pablo Avenue, Albany, CA  
94706  
510.528.5775

## Community Care Licensing

1515 Clay Street, Suite 1102  
Oakland, CA 94612  
510.622.2602

## Business License Information

Finance & Administrative  
Services Department  
510.528.5730

## Building Department

Permit Technician  
510.528.5760

## 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 required.*

## Large Family Child Care Homes

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

**Zones:** Residential and commercial  
districts

**Permit:** Conditional use permit.  
**Fee:** \$550

**Approximate Time for Approval:**  
4-6 weeks

**Application:** Available at Community  
Development Department. Applicants  
are required to provide site plans,  
written narrative of their proposed  
business practices, landscape designs,  
and deposit for the use permit. These  
are reviewed by individual departments  
or at a monthly in-house review  
committee if necessary. Conditions  
placed upon the permit must be  
approved in a public hearing before the  
planning and zoning commission.

**Impact Requirements:** One parking  
space per employee. Must comply with  
noise ordinances. Other requirements  
considered on a case-by-case basis.

**Hearing:** Hearing required. Residents  
within a 300 foot radius are notified.  
Decision made by Planning and Zoning  
Commission.

**Appeal Process:** Written appeal must  
be filed within 14 days of the  
commission's final decision. Revised  
plans and testimony are present before  
the City Council. **Appeal Fee:** \$275

**Fire Clearance:** Required. **Fees:** Fees  
are waived at discretion of fire marshal  
for the purchase of smoke detectors, etc.

**Business License:** Required. **Fee:** \$201  
+ \$41 per employee annually

## Child Care Centers

**Zones:** Residential and commercial  
districts

**Permit:** Conditional use permit.  
**Fee:** \$550

**Approximate Time for Approval:**  
4-6 weeks

**Application:** Available at Community  
Development Department.

**Impact Requirements:** One parking  
space per employee. Must comply with  
noise ordinances.

**Hearing:** Hearing required. Residents  
within a 300 foot radius are notified.  
Decision made by planning and zoning  
commission.

**Appeal Process:** Written appeal must  
be filed within 14 days of the  
commission's final decision. Revised  
plans and testimony are present before  
the City Council. **Appeal Fee:** \$275

**Fire Clearance:** Required.  
**Fees:** No fee for pre-inspection.  
\$50 for annual inspection

**Business License:** Required.  
**Fee:** \$201 + \$41 per employee annually.

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



## 1. Visit the Planning Department

Apply for a **Conditional Use Permit** from the Community Development Division located at 1000 San Pablo.

A **Conditional Use Permit** means that certain "conditions" must be met in order for the City of Albany to approve the use of child care on a certain property. These conditions are ultimately made by Planning Staff, the Planning and Zoning Commission, or City Council; however, the previous page lists the usual conditions placed upon child care facilities.



## 2. The Written Application

City Planners are on-hand at 1000 San Pablo to assist you. You must do the following:

- a. Complete a narrative, including information about your business, hours of operation, number of children served, etc.
- b. Submit physical plans for a new building and/or site, floor, and transportation plans for a home-based facility.
- c. Pay fee of \$550 for large family child care or \$550 for child care centers.



## 3. Department Staff Review

Staff from different city departments review your application at a monthly meeting. These officials may request more information from you.



## 4. Public Notices Sent Out

If City Departments approve your project, they recommend that your application be presented to the local **Planning and Zoning Commission** at a public hearing.

The Planning Department then notifies all residents and businesses within 300 foot radius of your

property of your hearing date. This notification is sent through the mail; however, it is a good idea to contact your neighbors personally about your intended business before public notices are sent out. (See Appendices C&E)

If no neighbor contests, your permit is approved.

## 8. City Council

At an upcoming City Council meeting, members will make the final decision to approve or deny your permit.



## 7. Appeal

Contact the City Clerk within fourteen days to appeal the Planning and Zoning Commission's decision. The appeal fee is \$275.



## 6. Denial

Due to citizens' complaints or evidence that your project will negatively impact your neighborhood, the **Planning & Zoning Commission** does not approve your permit.



## 5. Public Hearing

Attend the **Public Hearing** before the **Planning and Zoning Commission**. Be prepared to resolve complaints from neighbors who might be concerned with the noise of children playing outside or the traffic congestion from clients dropping off children. Outline steps that you are taking to decrease the negative impacts of your business within your neighborhood and the positive ways that your business will help working parents and their children.



## Approval

- Congratulations! You have one year to begin child care within the home or begin construction of the new facility.
- **Planning and Zoning Commission** may require additional changes to the site.
- Additional permits may be needed depending on the scope of your project (i.e. building permits for construction, signs, etc.). The cost for these reviews is not included within the initial fee.
- Your permit is good for as long as you own your property and use it for child care.
- Applicant must obtain a business license by contacting the City Finance Department.
- Applicant must meet all the standards of Community Care Licensing and your local Fire Department
- Contact BANANAS, Inc. for additional assistance throughout this process.

These phone numbers are included on the previous page of this document.