

Permit Center
777 B Street
Hayward, CA 94541
510.583.4200

Fire Department
777 B Street
Hayward, CA 94541-5007
510.583.4900

Community Care Licensing
1515 Clay Street, Suite 1102
Oakland, CA 94612
510.622.2602

Business License Information
510.583.4600

Building Inspections and Permits
510.583.4140

Local Resource & Referral Agency
4Cs
510.582.2182

Small Family Child Care Homes

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

All businesses providing care for 8 or fewer children are allowed "by right" in residential and commercial districts. No zoning, fire, or business permit required.

Large Family Child Care Homes

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

All businesses providing care for 14 or fewer children are considered "primary uses" by the City of Hayward and are not subject to discretionary action. No land use permit is required. No business license tax is required. A fire clearance must still be obtained in order to be meet Community Care Licensing requirements. (See below).

Child Care Centers

Defined as any center serving more than 14 children

Zones: Residential, commercial, mixed-use districts

Permit: Administrative use permit
Fee: \$125 + time and material, not to exceed \$600

Approximate Time for Approval:
6 weeks

Application: Currently available at permit center. Soon to be published online. Applicant must present sufficient site plans addressing traffic circulation patterns, landscaping designs, etc. to the planning director. Applicants can apply for a preliminary plan review free of charge. This process must be initiated by the applicant, and is recommended by city planners. If the Planning Director approves the project, notification of the approved permit is sent by mail to property owners or tenants within a 300 foot radius of the proposed site. Barring a neighbor's complaint, your permit is granted.

Impact Requirements: One parking space for every four children. Proper area for drop-off and pick up of children. Traffic congestion and noise conditions are determined on a case by case basis. Centers are required to maintain appearance consistent with the appearance of the surrounding neighborhood.

Hearing: Necessitated by citizen's appeal of permit approval or applicant's appeal of permit conditions determined by the Planning Director. Final conditions and permit issued by Planning Commission at a public hearing.

Appeal Process: Written letter of appeal to City Council must be filed after which another public hearing is scheduled. City Council's decision is final. **Appeal Fee:** Varies with time and material. Not to exceed \$600.

Fire Clearance: Required. No Pre-Inspection. **Fees:** \$133 per inspection. Annual inspections enforced at same rate.

Business License: Required.
Fee: \$21.35- \$100 charged annually based on gross receipts. Excise tax per employee is also charged.

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

