

PRE-PERMIT ORIENTATION FOR GROUP DAY CARE CENTERS

The **Pre-Permit Orientation Session** will guide you through the application process and includes information on:

- **Site viability** to ensure the physical space and equipment is suitable for child care and meets the necessary requirements. Some examples include:
 - Is the space free of safety hazards?
 - Is there adequate space for each child?
 - Is there proper egress from each floor?
 - Is the location in compliance with the Americans with Disabilities Act?
- Requesting a site inspection by a Public Health Sanitarian
- Obtaining testing for lead in drinking water in accordance with the U.S. Environmental Protection Agency's [Training, Testing, Telling \(3Ts\) Full Toolkit](#), and a Lead-Based Paint Inspection Report
- Submitting architectural plans/blueprints from a licensed architect
- Obtaining the Certificate of Occupancy (CO) or a Letter of No Objection (LNO) from the [NYC Department of Buildings](#). You may also apply for either document by downloading the application on their "Forms" page <http://www1.nyc.gov/site/buildings/about/forms.page>
- Preparing for a fire inspection by the NYC Fire Department
- Submitting a **Safety Plan** and **Safety Plan Addendum**, including **procedures for infant safe sleep**, where appropriate
 - Ensuring Educational Director and staff meet requirements [Employment Qualifications](#)
 - Reference checks
 - Health exams and immunizations
 - [Fingerprinting by the NYC Department of Investigation](#) and clearances by the [Statewide Central Register of Child Abuse and Maltreatment](#)
 - Training