

Janet T. Mills  
Governor



Jeanne M. Lambrew, Ph.D.  
Commissioner

Maine Department of Health and Human Services  
Child and Family Services  
11 State House Station  
2 Anthony Avenue  
Augusta, Maine 04333-0011  
Tel.: (207) 624-7900; Toll Free: (877) 680-5866  
TTY: Dial 711 (Maine Relay); Fax: (207) 287-9304

TO: Applicants for Child Care Licensing  
FROM: Children's Licensing and Investigation Services  
RE: Local Code Compliance  
CC: Maine Municipalities  
Date: May 2023

Many municipalities have instituted new ordinances or are enforcing existing ordinances regarding the operation of child care facilities, nursery schools, or family child care homes. The ordinances are usually in the area of zoning and could have an effect upon the operation of these types of facilities in the community where you reside.

The Children's Licensing Unit requires that you provide documentation, where code compliance is required by local authorities, that the building and grounds you plan to occupy for your child care program are in compliance with zoning laws, building, and plumbing, sanitation, electrical and other ordinances of the municipality in which the site is located.

It is recommended that programs check with their local municipal office to determine the need for a license, permit, or special exception to operate the type of facility that they may be interested in operating or may already be operating, especially when considering expansion in the number of children served. This will help prevent conflicts between local and state regulations and will prevent later hardship to you in the event that you are found to be out of compliance with local ordinances.

You may use the attached document to demonstrate your compliance with child care rules by asking your local municipal representative to complete this form, should they not have their own document prepared.

Thank you for your cooperation.

**COMPLIANCE WITH LOCAL ZONING AND BUILDING ORDINANCES**

**CHILD CARE OWNER/PROGRAM:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business Name/DBA: \_\_\_\_\_

Number of children served: \_\_\_\_\_

**LOCAL CODE COMPLIANCE CONTACT INFORMATION:**

Township or City: \_\_\_\_\_

Zoning or Compliance Officer (or other elected official): \_\_\_\_\_

Date: \_\_\_\_\_

The above-named business owner has contacted the appropriate individual with responsibility for assuring compliance with local codes and ordinances.

This child care program will be operating in compliance with all established zoning laws, building, and plumbing, sanitation, electrical and other ordinances of the municipality in which the site is located.

\_\_\_\_\_  
Signature of Zoning or Compliance Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name