

Description	<b>SECTION 1</b>
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This following checklist is to be used for a Daycare located within a Dwelling.

**DAYCARE CENTRE** means a Building or part of a Building in which licensed childcare services are provided to more than 5 non-resident children at any one time.

For more information, please see Section 6.12 of the Envision St. John’s Development Regulations.

Please note that Family Child Care is classified as a Home Occupation – see applicable checklist.

To Be Submitted	<b>SECTION 2</b>
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Planning/Development Application Form

Application fee (Planning and Development Fee Schedule)

Survey – written description and plot plan showing all existing easements, encroachments and Buildings (NAD 83 Coordinates).

Floor plan which shows where the Daycare is located (please note that the Daycare should not exceed 40% of the Floor Area of the Dwelling or 60m<sup>2</sup> (square meters), whichever is less. Dimensions of both the Dwelling and Daycare Centre must be shown.

Daycare Centre (Dwelling) Checklist

Checklist:	<b>SECTION 3</b>
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Are you regulated by the Province?      Yes      No

- Please refer to the Government of Newfoundland and Labrador website for additional information

Number of Children: \_\_\_\_\_

Number of those Children belonging to the Provider: \_\_\_\_\_

Is the Daycare located in the Dwelling where you live?      Yes      No

What is the Floor Area used for the Daycare?      Yes      No

Number of employees on site at one time not including Dwelling resident(s): \_\_\_\_\_

Do you have off street parking?      Yes      No

- If yes, how many excess parking spaces are available, which are not used for vehicles of property residents? \_\_\_\_\_
- Show the parking spaces available for the Home Occupation clients/staff on a site plan.

Indicate the days and hours of operation: \_\_\_\_\_

Compliance with all Provincial Requirements and Regulations?      Yes      No

By signing this checklist, you acknowledge that the information provided is accurate.

Signature: \_\_\_\_\_

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

Please submit completed form to:

Inspection Services  
 3<sup>rd</sup> Floor Annex  
 10 New Gower Street  
 P.O. Box 908  
 St. John's, NL A1C 5M2

Email: [permits@stjohns.ca](mailto:permits@stjohns.ca)  
 Fax: 709-576-8160  
 Call: 709-576-8565