



City of Oakley
3231 Main Street
Oakley, CA 94561
Ph. 925-625-7000
Fax. 925-625-9194
www.oakleyinfo.com

LARGE FAMILY CHILD CARE HOME PERMIT

A Large Family Child Care Home may be allowed in residentially zoned districts. A Large Family Child Care Permit from the Community Development Director is required to ensure that the proposed facility complies with Section 9.1.1121 of the Oakley Municipal Code; a copy of which is attached for your reference.

DEFINITIONS: A Large Family Child Care Home is a home which regularly provides care, protection, and supervision in the provider's home for nine to fourteen children, including children under the age of 10 years who reside in the home.

REGULATIONS: The conduct of a Large Family Child Care Home shall be subject to the following conditions and criteria:

1. The operation of the Large Family Child Care Home shall comply with all applicable noise regulations of the Oakley Municipal Code and the General Plan. A copy of the Noise Control Ordinance is provided for your information.
2. Outdoor play structures and play areas shall be located to minimize noise impact on the surrounding areas.
3. If the operator is to have more than one employee or care provider other than himself or herself, off-street parking shall be provided for each additional employee or provider.
4. There shall be adequate parking for the pick up and drop off of children.
5. There shall be no signs posted on the property advertising the Large Family Child Care Home.

PROCEDURE:

1. Submit a completed application and plans to the Planning Division. Forms and plans requirements are attached.
2. Following the approval of this permit, obtain a City of Oakley Business License from the Finance Department (may be subject to separate fee up to \$101.00).

FEE: \$207.00 Application Fee -- Fees charged for review of this application shall not exceed the costs of the review and permit process. Verification of the breakdown of the fees charged for this application shall be made available upon request.

STAFF REVIEW: Upon receipt of a complete application and applicable fee, planning staff shall review the application and may investigate the site to ensure the Large Family Child Care Home meets the regulations and restrictions contained in this ordinance.

APPROVAL/DENIAL: Typically, it will take from 2 to 4 weeks to process a Large Family Child Care Permit. The Community Development Director may do one of the following:

1. Approve or conditionally approve the project as submitted.
2. Deny the application.

A copy of the decision will be provided to the applicant following a decision.

APPEAL of the Community Development Director decision may be made to the Planning Commission within fifteen (15) working days of the date of the decision being made. An appeal shall be made in writing and filed with the City Clerk within fifteen calendar days after the decision. An \$85.00 filing fee is required for an appeal.

NOTE: If you have any questions, please contact the Planning Division at (925) 625-7000.

Contact Information of other Agencies

Community Care Licensing Office
BAY AREA REGIONAL OFFICE
1515 Clay Street, Suite 1102,
Oakland, CA 94612
(510) 622-2602
www.cclid.ca.gov

Contra Costa County Fire Department
2010 Geary Road
Pleasant Hill, CA 94523
Phone: (925) 941-3300
Fax: (925) 941-3309
Business hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

Registered Sex Offender Information
www.meganslaw.ca.gov



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LARGE FAMILY CHILD CARE HOME PERMIT APPLICATION FORM

Applicant Name: _____ Date: _____
 Street Address: _____
 Home Phone: _____ Business Phone: _____
 Name of Business: _____
 Number of Children that live in the home less than 10 yrs old: _____ Number of Employees: _____
 Community Care License Number: _____

If the applicant is not the owner of the residence where the Large Family Child Care will be conducted, the following must be completed:

Name of Property Owner of Record: _____
 Address: _____
 Signature: _____

Please answer the following questions:

Yes/No

1. Will there be employees other than the residents of the home?	
2. Will the business create any adverse noise, odor, dust fumes or other interference with the residential use of adjacent properties?	
3. Will the Large Family Child Care be operated by anyone other than the occupants of the home?	
4. I understand that signs advertising businesses within a home are prohibited in residential areas?	

I hereby certify under penalty of perjury that the above information is true and correct to the best of my knowledge, and further agree to uphold the conditions and limitations as set forth in Section 9.1.1121 of Oakley Municipal Code.

Applicant's Signature: _____ Date: _____

Office Use Only:

Application Number: _____ Date Received: _____

APPROVED: DENIED: Signature: _____ Date: _____



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LARGE FAMILY CHILD CARE HOME PERMIT APPLICATION CHECKLIST

Items required:

- Site Plan – 3 Copies
 - \$207.00 Application Fee
 - Completed Application
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SITE PLAN REQUIREMENTS

All submittals shall be drawn to scale, folded to 8 1/2" X 11", and shall include the following details:

1. **Legend:** Scale, north point, date, name of person preparing plan and phone number and name of applicant and phone number.
2. **Vicinity Map:** A map of said property and all adjacent properties including land marks such as nearby streets/intersections.
3. **Site:** All existing lot lines, easements, lot area, off street parking (if applicable), and loading zones.
4. **Existing Features:** Play structures, play areas, existing trees. Clearly delineate the areas accessible to the children that care is being provided for.
5. **Setbacks & Yards:** Distances between exterior walls of structures and property lines.

FIRE DEPARTMENT APPROVAL

The Fire Department will inspect your home and issue a compliance letter. Please contact the Fire Department directly to schedule an inspection at (925) 941-3300.