



*A Community of Excellence*

## Checklist For Residential Daycare 6-10 Children

### Development Services

#### Department

90 E Civic Center Dr.  
Gilbert, AZ 85296  
(480) 503-6700-Phone  
(480) 497-4923-Fax  
[www.gilbertaz.gov](http://www.gilbertaz.gov)

Owner Name: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

Address: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Recreational areas are to be screened by a 6 foot tall masonry wall with solid self-closing self- latching gates.

Minimum 300' spacing required between Residential Daycare Uses with 6-10 children on the same street.

- ☐ Completed Business License Application and Questionnaires **or** Current License # \_\_\_\_\_
- ☐ Site Plan of the entire lot.
- ☐ Floor Plan of entire home, indicating;
  - Each room being used for Daycare including the room dimensions,
  - The locations of exterior exit doors in each room being used for Daycare. Where servicing 6-10 children, doors are to be side hinged (swinging), not less than 3 feet in width and 6 feet 8 inches in height. **The doors are to be located at grade.** (Sliding doors do not comply)
    - »If each room to be used for Daycare does not yet contain an exterior swinging exit door, you must first do the following;
      - Obtain the required Building Permit prior to construction/installation,
      - Have the construction inspected and approved as required.
    - Indicate locations of existing monitored smoke detectors in each room being used for Daycare.
      - »If each room to be used for Daycare does not yet contain a monitored smoke detector, you must first do the following;
        - Submit scaled line drawings (usually prepared and provided by the installing contractor) depicting the location of each smoke detector and the voltage draw of each device.
        - Have the smoke detectors installed accordingly.
        - Have the construction inspected and approved as required.
  - ☐ Proof of Arizona Department of Health Services Licensure
  - ☐ Proof of third party Smoke Detection Monitoring
  - ☐ Proof of a valid, current Alarm Permit issued by the Gilbert Police Department.

**Prior to the issuance of any Business License for Residential Daycare for 6 – 10 children, all of the criteria above must be met, and inspections from the following departments will be required;**

Gilbert Fire Prevention, please call 480-503-6350 to request/schedule an inspection

Gilbert Code Compliance, please call 480-503-6879 to request/schedule an inspection

**An inspection performed by the Fire Prevention Department will be conducted each year at the time your business registration is renewed.**

In order to provide excellent service to the town of Gilbert's customers, each submittal must meet the minimum requirements as listed on this form, or your submittal will not be accepted by the Development Services staff.

Owner signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please visit the following internet link for information regarding the applicable Land Use Code requirements:  
<http://www.gilbertaz.gov/ordinances/resDayCare.cfm>