

Home Day Care Business

REQUIREMENTS FOR STARTING A DAY CARE IN YOUR HOME

Approval process and submittal requirements for Limited and General Home Day Care.



HOW DO I GET STARTED?

The State of Kansas and the City of Lenexa each have separate regulations that apply to home day care businesses. To find out how to become registered or licensed with the State, contact the Johnson County Health Department at 913-894-2525. State licensing may require an inspection by the Fire Department. However, regardless of the State's requirements, you will receive inspection by the Lenexa Fire Department.

ZONING REGULATIONS

The City of Lenexa defines Home Day Care as a home that provides care, protection and supervision for individuals on a regular basis away from their primary residences for less than 24 hours per day. If you will be providing this type of service in your home, you must comply with the following City requirements:

- † Be licensed or registered with the State of Kansas;
- † Cannot be located in an apartment;
- † Must live in the home;
- † Can have no more than one employee other than those who live in the home;
- † Provide outdoor activity area on the same lot as the day care center, but not located in the required front yard area;
- † One non-illuminated sign not larger than one square foot may be mounted on or next to the building entrance. The sign's color must be compatible with the house;
- † Obtain a City Business License / Home Day Care permit from the Department of Community Development.

*There are 2 categories of day care that may be permitted in the home.
Determine which of the following describes your business,
and follow the procedures described in that section.*

ZONING APPROVAL FOR LIMITED HOME DAY CARE

Limited Day Care is care that is provided for no more than 6 individuals, including the care provider(s)' own children. When you are ready to start your limited home day care business **Apply for a business license / home day care permit:**

At City Hall, you will need to submit a business license / home day care application, which asks for basic information about the business, such as number of employees and customers per day, amount of floor space to

be used for the business, etc. Copies of Federal, State, County, or other approvals required for your type of business must be included with your application. The fee for this license is due at time of application. Fees are based on the type of business, as set out in the Lenexa City Code. The fee for your initial license will be based on the number of months remaining in the regular calendar year. This license must be renewed annually. Notices are mailed in November and fees are due by January 1. The application form is available at City Hall or on the web at www.ci.lenexa.ks.us **You must submit a copy of your State license or registration approval with your application.**

If your business operation changes in any way after zoning approval is received, contact the Department of Community Development to verify compliance and to update records.

ZONING APPROVAL PROCESS FOR GENERAL HOME DAY CARE

General Day Care is care that is provided for 7-12 individuals, including the care provider(s)' own children. To be considered as a general home day care business, you will need to apply for a Special Use Permit in the Department of Community Development. This involves submission of the following:

- Completed application form (available at City Hall or on the web at www.ci.lenexa.ks.us);
- Copy of State license;
- Proof of ownership (tax bill or deed) or property owner's written agreement to the Special Use request;
- Scaled site plan or plot plan showing the property boundary, building location, site access, parking & drop-off areas, outside play area & fencing, floor plans, exits, etc.;
- A written description of how your business will operate (number of individuals cared for, number of employees, hours of operation/days of week, ages of children, etc.); and
- Non-refundable processing & review fee:

Less than 1 acre	\$350.00
1.1 acres to 3 acres	\$450.00
More than 3 acres	\$550.00

Special Use Permit requests are reviewed by the Planning Commission and City Council. A public hearing will be held during the Planning Commission meeting. In order to notify the public of this hearing, the City will publish a notice in the official City newspaper, and you will be required to mail notification to property owners (generally for properties within 200 feet of your property) and post a sign (provided by the City) on your property. Call the Department of Community Development for additional information and assistance. You should allow approximately two months for processing a Special Use Permit.

The initial Special Use Permit is valid for a maximum of 1 year from the date of City Council approval. The first renewal of a permit may be approved for up to 3 years, and subsequent renewals may be approved for up to 5 years.

After obtaining a Special Use Permit, you must apply for the Lenexa Business License and pay the license fee.

PURCHASING A LENEXA BUSINESS LICENSE

After receiving Special Use Permit approval, you must apply for a Business License /Home Zoning Permit. Fill out the short application form which asks for basic information about your business and the names of a primary and secondary contact person. The fee is due at time of application and the application may be obtained at City Hall or on the web at www.ci.lenexa.ks.us .

Contact a Customer Service Rep at 913-477-7500 to determine the fee amount. The amount for the initial license will be based on the number of months remaining in the regular calendar year. The license must be renewed annually, with payment in full by January 15 of each year.

ENFORCEMENT OF ZONING AND LICENSE REGULATIONS

The Special Use Permit and Business License / Home Zoning Permit for a home day care can be revoked at any time by the City Council, if it is determined that the business operation is in violation of any City regulation. The City may also seek any criminal or civil penalties allowed by State law.



FOR MORE INFORMATION

Questions about State registration or licensing?
Contact the Johnson County Health Department at 913-894-2525.

Questions about a Zoning or Special Use Permit?
Stop by the Department of Community Development at City Hall or call 913-477-7500.

Questions about a Business License, fees, or other government agencies that you may need to contact when starting a business?

Stop by the Department of Community Development at City Hall or call 913-477-7500.

To request a Fire Department inspection, call 913-888-6380.

City of Lenexa
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