



City of Omaha  
Mike Fahey, Mayor

## Planning Department

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Robert C. Peters  
Director

### NOTICE TO ALL CHILD CARE CENTERS

In order to legally operate a CHILD CARE CENTER within the city of Omaha's jurisdictional limits, you must obtain a **Certificate of Occupancy** from the city's Permits & Inspections Division AND a Child Care Center license from the State of Nebraska.

#### To obtain a Certificate of Occupancy, you must have

1. the correct zoning, and
2. a set of approved plans.

To find out if your location has the correct zoning, call 444-3426 or fax a request to 444-6140. If you have submitted plans to construct a new building or to remodel an existing building, your zoning will be verified during the department's plan review process.

Approved plans are either:

1) CONSTRUCTION PLANS. New buildings require a permit and most remodeling requires a permit. The approved plans issued for this construction are the plans that must be on-site.

or

2) BUILDING ANALYSIS PLANS. If an existing building can be converted without being remodeled, construction plans won't be available. In these instances, the applicant must have a "Building Analysis" performed by Permits & Inspections. A licensed architect must prepare, sign and seal drawings that show the configuration of the existing building. A licensed structural engineer must certify that there is an area in the building that meets the design requirements for a storm shelter. The architect's drawings and the engineer's signed & sealed statement or drawings are then submitted to P & I for a "Building Analysis". The applicant must pay \$170.00 for this review. The Plan Examiner will mark the plans for any required changes and then will stamp them for approval. These stamped plans are the plans that must be on-site for the C.O. inspection.

**When you have verified your correct zoning, have your approved plans, and have completed all construction, call 444-5035 to schedule the Certificate of Occupancy inspection.**

The City can order you to close your Child Care Center and prosecute you if you do not obtain the Certificate of Occupancy.

If you have additional questions, please call 444-5035.