

**AMENDMENT
(CHANGE IN LOCATION)
FOR
CHILD CARE CENTER**

To start the change process, the following items need to be completed:

1. **Application:** Application needs to be current, accurate, and complete.
 - List all staff including volunteers and substitutes.
 - Licensee or Authorized Agent must sign/date application.
 - Check amendment box and list change(s).
2. **Full Disclosure of Ownership Statement:** Instructions are on the form. Complete and submit one of the following forms; a) Non Profit or b) For Profit.
3. **Agreement for Prior to Hire Registry Checks:**
 - Complete and submit an updated agreement.
4. **Diagram:** Diagram of the space that is to be used for child care.
 - Both indoor space and outdoor play area must be identified, with dimensions.

If any of the forms are incomplete, the packet will be returned.

Douglas or Sarpy County

DHHS - Division of Public Health
Children's Services Licensing
1801 N. 73rd Street
Omaha, NE 68114

OR

All Other Nebraska Counties

DHHS - Division of Public Health
Children's Services Licensing
PO Box 94986
Lincoln, NE 68509

CITY OF LINCOLN APPLICANTS ONLY: If your Child Care Center will be in the City of Lincoln, you will need to contact the City Building and Safety Office at (402) 441-6435. If you have questions regarding Playgrounds, Health and Safety-Sanitation, such as Food Service/Kitchen, contact the Lincoln/Lancaster County Health Department at (402) 441-8026.

CITY OF OMAHA APPLICANTS ONLY: If your Child Care Center will be in the City of Omaha, you will need to contact the City Planning Help Desk at (402) 444-3426. There are additional requirements within Omaha City Limits.

LOCAL DELEGATED FIRE AUTHORITIES: Several Nebraska communities have local delegated fire authorities who will conduct the fire inspections. These communities may have additional local ordinances, fire safety, parking, and zoning requirements. If you reside in the following communities, you can contact the delegated authority directly with questions specific to you community.

City of Grand Island - Fire Inspector: Curt Rohling, 308-385-5444 Extension 220
City of Norfolk- Fire Inspector: Trent Howard, 402-844-2060
City of North Platte - Fire Inspector: George Lewis, 308-535-6768.
City of Scottsbluff - Fire Inspector: Ezekiel; Bowen, 308-630-6227
City of Bellevue - Fire Marshal: Mike Stucker, 402-293-3079

When the above information has been submitted, a referral will be made to the Fire Marshal and Health Sanitarian. When Children's Services Licensing receives the approved referrals, a Child Care Inspection Specialist will be assigned to conduct an on-site inspection. **A new license will not be issued until all approvals have been received and you are in compliance.**

If you have any questions regarding this process, contact

Douglas or Sarpy County
(402) 595-3348

OR

All Other Nebraska Counties
(402) 471-9562; 1-800-600-1289