



CHILD CARE FACILITIES

Sunnyvale

Sunnyvale welcomes and strongly supports the establishment of child care facilities. This brochure explains the various codes and processes related to establishing a child care facility.

THE ZONING CODE (SMC TITLE 19) CLASSIFIES CHILD CARE FACILITIES INTO TWO BASIC TYPES:

- Family child care homes, which are operated within a provider’s residence; and
- Child care centers, which are operated in a non-residential space or a residence which is not the provider’s residence.

There are several approvals that are needed from both the City of Sunnyvale and the State of California depending on the type of facility proposed. For more information, contact the Sunnyvale Youth & Family Resources Office (see sidebar).

FAMILY CHILD CARE HOMES

Family child care homes regularly provide care and supervision for 14 or fewer children in the provider’s own home, and include small family and large family child care homes. The children must be less than 18 years of age and the care is for less than a 24 hour period. Family child care homes are allowed by right (no Planning permit required) in any permitted residence with a valid State of California child care license. A City of Sunnyvale business license is not required.

CHILD CARE CENTERS

There are two types of child care centers: business-sponsored and commercial. If you are considering opening a child care center, the City strongly recommends that you hire a professional architect early in your project planning stage. The building and fire codes can be complicated and difficult to understand, and a professional architect can help determine appropriate buildings and facilities for the center. Additionally, submitting professionally-prepared plans may significantly reduce your application review time.

WHERE CHILD CARE CENTERS ARE PERMITTED

Zoning District		Planning Permit Required
Residential	R-0, R-1, R-2, R-3, R-4 and R-5	UP/SDP
Mobile Home Parks	R-MH	No planning permit required if for use by mobile home park occupants only
Commercial, Office and Public Facilities	C-1, C-2, C-3, C-4, O and P-F	MPP if 30 or fewer children UP/SDP if 31 or more children
Industrial	M-S, M-S/POA, M-3, MP-I and MP-TOD	UP/SDP Business-sponsored only
Specific Plan Areas	See Specific Plans	

BUSINESS-SPONSORED CHILD CARE CENTER

Business-sponsored child care is for the exclusive care of employees’ children who work on-site or at other off-site facilities of that business located within the City of Sunnyvale. Refer to SMC 19.98.020 for additional application requirements and procedures.

SUNNYVALE YOUTH & FAMILY RESOURCES OFFICE:

785 Morse Avenue
Sunnyvale, CA 94085
PHONE(408) 730-7800

ChildCare.InSunnyvale.com

GOOD NEIGHBOR TIPS FOR CHILD CARE PROVIDERS OPERATION IN RESIDENTIAL NEIGHBORHOODS:

Refer to these tips to help reduce noise, traffic, safety and aesthetic impacts to neighbors.

GUIDELINES FOR COMMERCIAL CHILD CARE CENTERS IN SUNNYVALE:

Refer to the City’s adopted guidelines for locating and operating commercial child care centers.

PERMIT TYPES:

A Miscellaneous Plan Permit (MPP) is a staff-level permit. No public hearing is required.

A Use Permit (UP)/ Special Development Permit (SDP) requires a public hearing. UP/SDPs allow the City to review the proposed use or development and determine whether the location is appropriate for that type of activity.

FIRE PREVENTION:

Contact the Sunnyvale Fire Prevention Unit for fire safety requirements and inspections at (408) 730-7212.

REQUIREMENTS FOR ALL CHILD CARE CENTERS

The following items are required to operate a child care center in Sunnyvale:

- Valid State of California child care license;
- Planning permit with the Planning Division;
- Building permits with the Building Division;
- Fire clearance with the Fire Prevention Division; and
- Business license with the City of Sunnyvale.

HOME REMODELS & TENANT IMPROVEMENTS:
Planning or building permits may be required for home remodels and tenant improvements. For more information, call (408) 730-7444 or visit the One-Stop Permit Center.

PERMIT PROCESS

STATE OF CALIFORNIA CHILD CARE LICENSE

1. State licensing and processes are separate from City permit requirements. Contact the State prior to submitting for City permits to get more information and a list of licensing requirements.

PLANNING DIVISION REVIEW

2. Submit for Planning review.
 - a. MPPs for child care centers generally take at least 2 weeks to review.
 - b. UP/SDPs, which require a public hearing, generally take 3-6 months to process, depending on the complexity of the application. If someone challenges the decision with an appeal, the process, which requires a public hearing, usually takes an additional 6-8 weeks.

BUILDING PERMIT REVIEW

3. Once your planning permit has been approved, submit for a building permit if required.
4. Building permits are reviewed between 8:00 a.m. and 12:00 noon, Monday through Friday.
5. After a building permit is issued, a building inspector will inspect the property at different stages of construction to verify compliance.

FIRE CLEARANCE

6. Fire clearances are conducted by the Sunnyvale Fire Prevention Unit. The State of California's Community Care Licensing Division sends the applicable information direction to the Fire Prevention Unit. No application materials are required.

BUSINESS LICENSE

7. Obtain a Sunnyvale business license.

STATE LICENSING REQUIREMENTS

Community Care Licensing
San Jose Regional Office
2580 North First Street Suite 300
San Jose, CA 95131
(408) 324-2148
www.cclcd.ca.gov

PLANNING REVIEW APPLICATION REQUIREMENTS

Review the Planning Application Requirements form with the on-duty Planner for required application materials. This list may vary substantially from project to project.

BUILDING PERMIT APPLICATION REQUIREMENTS (3 copies of each item)

- Plans designed by a licensed professional and bearing the stamp and signature of the professional
- Letter explaining the use of the building or space
- Site plan showing all buildings on site, setbacks from property lines and distances between buildings.
- Floor plan of the building showing all occupancy types (defined by the Building Code) and rooms/areas within the building
- For child care centers, show the occupancy type as determined by the State of California license and the construction type of the building.
- Additional information may be required depending on the specifics of the project. Contact the Building Division for more information.

BUSINESS LICENSE:

Contact the Finance Department for questions regarding business license requirements at (408) 730-7620.