

**Child Care Center Modification Request  
Public Schools (ages 3-14, only)  
Child Care Physical Plant Evaluation**

Name of facility:		CDC Number:	
Name of School:		Name of District:	
Address (street, city, state, zip) of facility:		Telephone #:	
Name of Licensee:			
Mailing address:			
Name/title of CONTACT PERSON:		Telephone #:	Fax #:
Street address, state and zip code:			

**Please indicate the type of intended change:**

<input type="checkbox"/> <b>Service classification</b> Complete & attach section A	<input type="checkbox"/> <b>Space Utilization</b> Complete & attach section A & B	<input type="checkbox"/> <b>Licensed capacity</b> Complete & attach section B
<b>Narrative description of intended change:</b>   		

**If the intended change involves a capacity change, please complete the *Modification Fee Form*. Send the fee and application to the Bureau of Child Care Licensing at 150 N. 18<sup>th</sup> Ave, Suite 400, Phoenix AZ 85007.**

<b>For BCCL use only</b>	Verify EP:	Date Fee Rec'd:	Amount:	Check Number:
	Facility CDC #:	L.S. #:	Office: PHX    TUC    FLA	Initials
	Total Capacity:	Infants:	One year olds:	Data Input Date:

The expectation of the general public and a preliminary requirement for the Bureau of Child Care Licensing (BCCL) is that the applicant must hire their own contracted architect to certify that new and existing facilities used for the care of infants and children have been evaluated for compliance with the local building codes and the child care rules for the physical plant. A list of architects who are interested in evaluating child care facilities statewide is available by calling the local Child Care Licensing office.

Please send the completed form, with any required attachments to:

BUREAU OF CHILD CARE LICENSING  
150 NORTH 18<sup>TH</sup> AVENUE, SUITE 400  
PHOENIX, ARIZONA 85007

## SECTION A

Please complete the following for those rooms affected by the requested change:

Activity Area	Sq Ft		Operating hours		Classification		Capacity		Diaper change Area
	current	intended	current	intended	current	intended	current	intended	

### Change in Service Classification

If the change requested will result in a change of your service classifications, you need to complete the following information as it applies to your facility's license.

Please indicate the service classification you intend to **remove**:

<input type="checkbox"/> Full Day Care	<input type="checkbox"/> Infant Care	<input type="checkbox"/> Two-Year-old care	<input type="checkbox"/> School Age Child Care	<input type="checkbox"/> Evening/Nighttime Care
<input type="checkbox"/> Part Day Care	<input type="checkbox"/> One-year old Care	<input type="checkbox"/> 3/4/5-year-old care	<input type="checkbox"/> Weekend care	

**Effective date of change:** \_\_\_\_\_

Please indicate the service classification you intend to **add**:

<input type="checkbox"/> Full Day Care	<input type="checkbox"/> Infant Care	<input type="checkbox"/> Two-Year-old care	<input type="checkbox"/> School Age Child Care	<input type="checkbox"/> Evening/Nighttime Care
<input type="checkbox"/> Part Day Care	<input type="checkbox"/> One-year old Care	<input type="checkbox"/> 3/4/5-year-old care	<input type="checkbox"/> Weekend care	

**Effective date of change:** \_\_\_\_\_

*If this change involves the use of a previously unlicensed space, OR a physical change to a currently licensed area, you will need to complete and attach section B.*

## SECTION B

**Submit drawings to your regional office - See addresses above - or call 1-800-615-8555**

Pursuant to R9-5-208, a school map or final set of construction drawings shall be submitted for a set of final construction drawings or a school map showing the intended change(s):

1. The location of each school building;
2. The location and dimensions of each outdoor activity area used by enrolled children;
3. The length and width dimensions for each indoor activity area;
4. The requested licensed capacity and applicable service classifications for each indoor activity area;
5. The location of each hand-washing sink, toilet, urinal, and drinking fountain to be used by enrolled children.

