



ARIZONA DEPARTMENT  
OF HEALTH SERVICES

LICENSING

## Bureau of Child Care Licensing

<http://www.azdhs.gov/als/childcare/index.htm>

### CHILD CARE GROUP HOME

### ADDITION OR MODIFICATION

### REQUEST TO AMEND CERTIFICATE

Pursuant to R9-3-205.A.1. For an intended change in a certificate holder's name or the name of a child care group home, the certificate holder shall send the Department written notice of the name change at least 30 days before the intended date of the name change.

Pursuant to R9-3-205.B. At least **30 days before** the date of an intended change in a child care group home's **space utilization or capacity**, a certificate holder shall submit a written request for approval of the intended change to the Department.

Pursuant to R9-3-205.D. A certificate holder shall not implement any change in subsection (B) until the Department issues an approval or amended certificate.

## **CHILD CARE GROUP HOME ADDITION or MODIFICATION REQUEST**

**Complete the following (in ink):**

Certificate Holder's Name:	
Name of Child Care Group Home:	SGH#
Contact Person's Name:	Contact Person's Telephone Number:
Contact Person's Email Address:	Contact Person's Fax Number:

NOTE: If requesting a change that involves a modification of the residence that requires a building permit, a copy of the building permit needs to be submitted.

**THIS MODIFICATION REQUEST REPRESENTS:**

A capacity change request

**Indicate the following:**

	the total square footage of the indoor activity areas used for child care
	the total square footage of the outdoor activity area used for child care

A change in space utilization that affects individual rooms:  
A floor plan of the residence needs to be submitted that complies with R9-3-201(2)(f) and shows the intended changes.

**Indicate the changes in the boxes below:**

Room Name	Square Footage of Room	ADD	REMOVE
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

A change in space utilization that affects the outdoor activity area:  
A site plan of the premises needs to be submitted that complies with R9-3-201(2)(g) and shows the intended changes.

**Indicate the changes in the boxes below:**

Outdoor Area	Square Footage of Outdoor Area	ADD	REMOVE
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Write a description of the intended change:

<b>SIGNATURE:</b>		<b>DATE SUBMITTED:</b>	
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<b>OFFICIAL USE ONLY</b>	SGH#:	LS:	Approved (LS & date):
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## INDOOR FLOOR PLAN

**Child Care Group Home drawings submitted for evaluation will not be accepted unless accompanied by all required information as outlined below:**

Indicate the following:

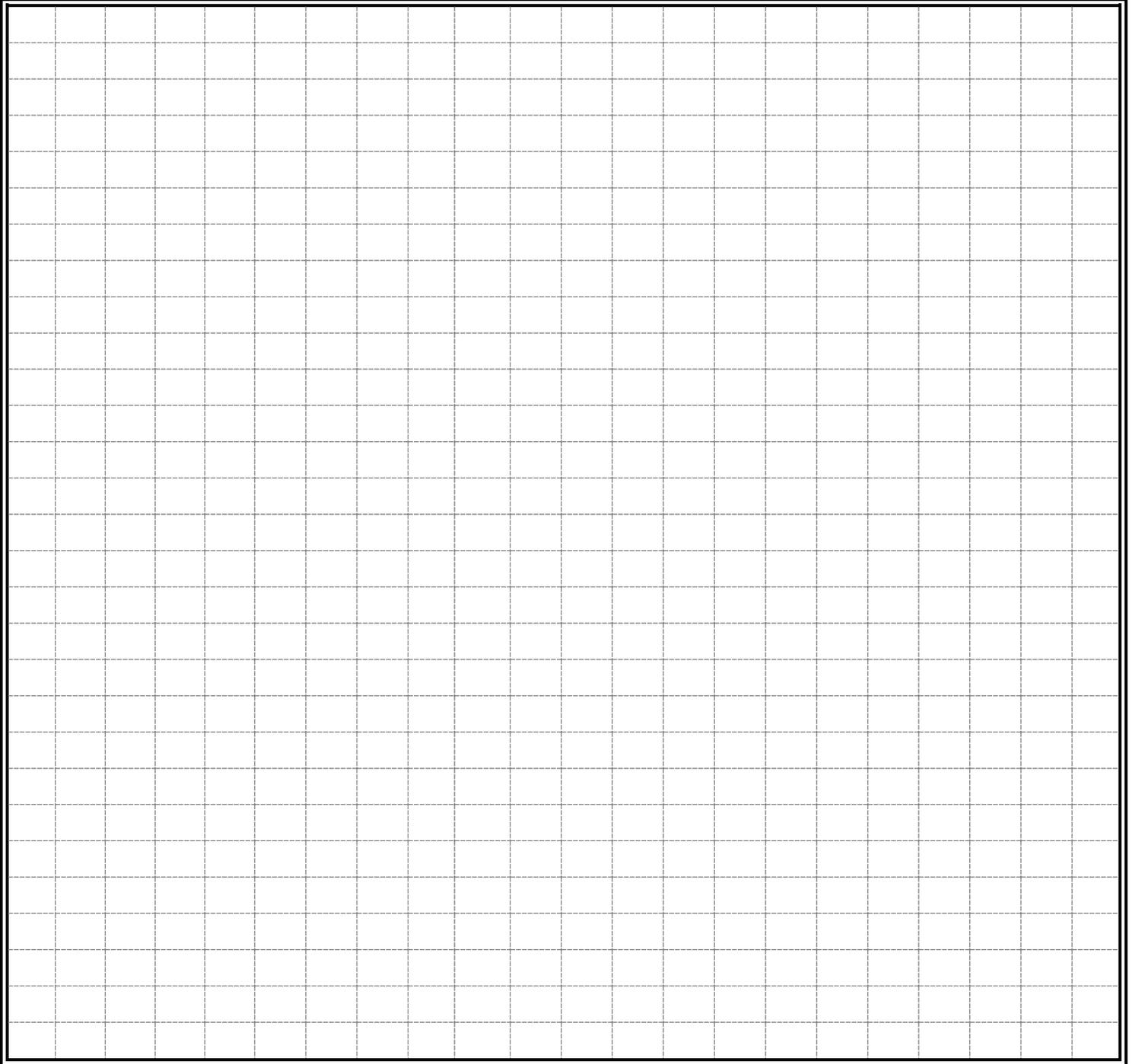
- 1) The **location** of every room with indication of rooms designated to be used and not to be used for child care services;
- 2) The **dimensions** (length x width) of every room designated to be used and not to be used for child care services (30 square feet required per child);
- 3) The location of each **exit** from the residence (two exits required);
- 4) The location of each **sink and toilet** to be used by enrolled children;
- 5) The location of each **smoke or heat detector** in the residential building (required for all activity areas);
- 6) The location of each **fire extinguisher** in the residential building;

A large rectangular area filled with a grid of small squares, intended for drawing an indoor floor plan. The grid is composed of 20 columns and 30 rows of squares. The grid is enclosed within a double-line border.

## OUTDOOR SITE PLAN

Indicate the following:

- 1) The **location** and **dimensions** of the outdoor activity area (minimum required 375 sq. ft.);
- 2) The **height** of the fence around the outdoor activity area (minimum required 4 ft.);
- 3) The location of each **exit** from the outdoor activity area;
- 4) The location of the **residential building**;
- 5) The location of each **swimming pool**;
- 6) The location of the **fence** around each swimming pool;
- 7) The **height** of the fence around each swimming pool (at least 5 feet high);
- 8) The **location** and **dimensions** of any other building or structure at the residence.

A large rectangular area filled with a grid of small squares, intended for drawing an outdoor site plan. The grid is composed of 20 columns and 30 rows of squares.

**Note: Heating and cooling equipment must be inaccessible to enrolled children.**