PROCEDURES OF OPENING A DAY CARE

1. Apply for a day care license from state agency:
   Texas Department of Family and Protective Services
   Contact Carol McGinnis
   108 Commercial Circle
   Conroe, TX 77304
   936-538-1230
   Minimum Standards for Day Cares www.dfps.state.tx.us
2. Contact City of Huntsville Building Official, Mike Roempke at 936-294-5772 for the following:
   - Building and Fire Code Requirements
   - Zoning
   - Parking
   - Landscaping
3. Contact City of Huntsville Fire Chief, Tom Grisham at 936-291-5941 for the following:
   - Fire Regulations
   - Safety Inspection
4. Contact a City of Huntsville Health Inspector, Deven Merchant at 936-294-5711 or Kristy Avritt at 936-294-5771 for the following:
   - Pre-Opening inspection ($60.00 fee)
   - Final Inspection for approval to open
   - Certificate of Health Permit($150.00 fee)
   - Type of Food Production (full service or snacks only)
   - Certified Food Manager and Food Handler Card requirements
   - Texas Food Establishment Rules www.dshs.state.tx.us/foodestablishments

After pre-opening and final inspections, Health Inspections will approve an application to obtain a Permit for the owner of the day care. This shall be taken to the City of Huntsville Service Center, 448 State Hwy. 75 North to obtain a permit before opening for business. Permits must be posted in public view. Health Inspections are announced and unannounced on a bi-annual basis. The day care owner is responsible for providing the state licensing agency copies of all health inspections and/or permits.