

**CITY OF MONTICELLO**  
**APPLICATION FOR DAY CARE/PRESCHOOL BUSINESS LICENSE**

- Fire Inspection Report **\$60.00**
- Registration Certificate from Utah.gov (Department of Corporations)
- Background Check (childcarelicensing.utah.gov or Bureau of Criminal Identification (BCI) 801-965-4445))
- Photocopy of Utah State Day Care License- Daycare only
- Day Care or  Group Instruction
- Residential Location or  Commercial Location
- Property Owners Affidavit/Agent Authorization (if applicable)

**DAY CARE OR GROUP INSTRUCTION FOR CHILDREN MUST COMPLY WITH  
CURRENT STATE CODE**

A. Provide a yard site plan (including square footage)	What is the outdoor play area square footage? ____ How is the outdoor play area secured? _____
B. Provide a copy of the State of Utah Day Care Licenses for the owner and for any additional worker.	
C. Residential group instruction (preschool)	How many children will attend? ____ How many sessions? ____ Hours of operation ____ to ____
D. Provide an interior floor area site plan.	What is the interior square footage of space to be used? ____
E. Total floor area used for residential day care or group instruction may be no more than fifty percent (50%) of the ground floor area of the residence.	What is the square footage of the ground floor area of the residence? ____ What is the square footage of the total floor area to be used for the day care of group instruction? ____
F. An annual inspection for continued compliance will be required for license renewal of all residential day care and group instruction facilities. The annual fire inspection fee is the responsibility of the applicant.	Please acknowledge your understanding that an annual inspection will take place.  _____ (Initial here)
G. A criminal background check is required for any person who operates or is employed at a daycare or a residential group instruction business.	Provide an original criminal background check for all those working at the daycare or group instruction business.

H. A criminal background check is required for any adult who resides at a dwelling used for a daycare or group instruction business.	Provide an original criminal background check for any adult (i.e. over age 18) residing at the residence.
I. No person who has been convicted of a sexually oriented crime may operate, be employed by, or reside at a dwelling that is used for a daycare or group instruction business.	Please affirm your understanding of this special condition.  _____ (Initial here)

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