



Child Care Facility Change Request Form

This form is to be completed for existing Licenced Child Care Facilities that wish to request a change to their capacity or age groups.

Business Licence No: _____

Name of Applicant: _____

Name of Facility: _____

Address of Facility: _____

Email Address: _____

Telephone #: (Day) _____

Existing # of Children: _____

Proposed # of Children: _____

Existing Age groups: _____

Proposed Age groups: _____

NOTE: Changes in Age groups may require a Building Permit.
Fire Alarm required for capacity over 40.

Will you be making structural changes and/or renovations? YES NO

If so, please describe: _____

Today's Date: _____ Signature: _____