



PROCEDURES FOR OPENING A DAY CARE

- 1. Apply for day care license from state agency:**
Texas Department of Family and Protective Services
Contact Carol McGinnis
108 Commercial Circle
Conroe, TX 77304
936/441/1775
Minimum Standards for Day Cares www.dfps.state.tx.us

- 2. Contact City of Huntsville Building Official, Kevin Byal 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, Kristy Avritt at 936/294-5711 for the following:**
 - Pre-Opening inspection (\$60.00 fee)
 - Final inspection for approval to open
 - Certificate of Health Permit (Permit fee is \$150.00)
 - Non-profit (\$60.00 fee, proof of tax exemption must be provided)
 - 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.