

CONTACT WITH LOCAL ZONING ADMINISTRATOR

THE FOLLOWING INDIVIDUAL PLANS TO SUBMIT AN APPLICATION FOR A LICENSE TO OPERATE A FAMILY DAY HOME PURSUANT TO § 63.2-100 OF THE CODE OF VIRGINIA

To Be Completed by Operator of Family Day Home

NAME OF APPLICANT _____

PHYSICAL ADDRESS _____
STREET OR ROUTE NO. CITY STATE ZIP

APPLICANT'S TELEPHONE NUMBER: _____ EMAIL ADDRESS: _____

THE HOME IS LOCATED IN THE COUNTY OR CITY OF _____

APPLICANT IS REQUESTING A LICENSE TO CARE FOR THE FOLLOWING NUMBER OF CHILDREN (NOT INCLUDING CHILDREN WHO RESIDE IN THE HOME): _____

To Be Completed by Local Zoning Administrator

THE ZONING ADMINISTRATOR'S SIGNATURE ON THIS FORM VERIFIES THAT THE APPLICANT HAS INFORMED THE ZONING ADMINISTRATOR OF HIS/HER PLANS TO APPLY FOR A LICENSE TO OPERATE A FAMILY DAY HOME AT THE ADDRESS ABOVE.

| | | |
|-----------|----------|-----------------|
| Tax Map # | Parcel # | Zoning District |
|-----------|----------|-----------------|

Printed Name of Zoning Administrator

Signature of Zoning Administrator Date

Telephone Number: _____

Email Address: _____

Comments:

For questions, please contact your Area Licensing Office (Information Attached)

VIRGINIA DEPARTMENT OF SOCIAL SERVICES
DIVISION OF LICENSING - CHILDREN'S PROGRAMS
CONTACT INFORMATION

The Division of Licensing - Children's Programs has regional offices located throughout Virginia.

Please contact the Licensing Office near you (see below) for information or questions regarding child care licensing.

Information is also available on our website at www.dss.virginia.gov

VDSS/CENTRAL LICENSING OFFICE

1604 Santa Rosa Road, Suite 130, Richmond, Virginia 23229-5008
Tel: (804) 662-9743, Fax: (804) 819-7113 or (804) 819-7114
Counties: Amelia, Brunswick, Caroline, Chesterfield, Cumberland, Dinwiddie, Essex, Goochland, Hanover, Henrico, King & Queen, King George, King William, Lancaster, Lunenburg, Mecklenburg, Northumberland, Nottoway, Powhatan, Richmond, Westmoreland
Cities: Blackstone, Colonial Heights, Farmville, Hopewell, Lawrenceville, Petersburg, Richmond, Westpoint

VDSS/PIEDMONT LICENSING OFFICE

210 First Street, S.W., Suite 200, Roanoke, Virginia 24011
Tel: (540) 204-9631, Fax: (540) 561-7569
Counties: Alleghany, Amherst, Appomattox, Bath, Bedford, Botetourt, Buckingham, Campbell, Charlotte, Craig, Franklin, Halifax, Henry, Nelson, Patrick, Pittsylvania, Prince Edward, Roanoke, Rockbridge, South Boston
Cities: Bedford, Buena Vista, Clifton Forge, Covington, Danville, Farmville, Lexington, Lynchburg, Martinsville, Roanoke, Salem

VDSS/CHILD WELFARE LICENSING UNIT

(Child-placing agencies, children's residential facilities and independent foster homes)

1604 Santa Rosa Road, Suite 130, Richmond, Virginia 23229-5008,
Tel: (804) 662-7053, Fax: (804) 819-7113 or (804) 819-7114
Covers: Statewide- all Cities and Counties of the Commonwealth of Virginia

VDSS/PENINSULA LICENSING OFFICE

11751 Rock Landing Drive, Suite H6, Newport News, Virginia 23606
Tel: (757) 247-8020, Fax: (757) 247-8024
Counties: Charles City, Gloucester, James City, Mathews, Middlesex, New Kent, Prince George, Surry, Sussex, York
Cities: Hampton, Newport News, Poquoson, Williamsburg

VDSS/EASTERN LICENSING OFFICE

420 N. Center Drive, Suite 100
The Shenandoah Building, #11
Norfolk, Virginia 23502-0015
Tel: (757) 985-4700, Licensing Fax: (757) 455-0836
Main Fax: (757) 455-0840, Quality Control Fax: (757) 455-0841
Counties: Accomack, Northampton, Greensville, Isle of Wight, Southampton
Cities: Chesapeake, Emporia, Franklin, Norfolk, Portsmouth, Suffolk, Virginia Beach

VDSS/VALLEY LICENSING OFFICE

UVA Medical Park-Augusta
57 Beam Lane, Suite 102, Fishersville, Virginia 22939-2206
Tel: (540) 332-2330, Fax: (540) 332-7748
Counties: Albemarle, Augusta, Clarke, Fluvanna Frederick, Greene, Highland, Louisa, Madison, Orange, Page, Rockingham, Shenandoah, Warren
Cities: Charlottesville, Culpepper, Harrisonburg, Staunton, Waynesboro, Winchester

VDSS/FAIRFAX LICENSING OFFICE

3701 Pender Drive, Suite 125, Fairfax, Virginia 22030
Tel: (703) 934-1505, Fax: (703) 934-1558
Counties: Arlington, Loudoun, Fairfax
Cities: Alexandria, Annandale, Fairfax, Falls Church, Leesburg, Herndon, Vienna

VDSS/WESTERN LICENSING OFFICE

190 Patton Street, Abingdon, Virginia 24210
Tel: (276) 676-5655, Fax: (276) 676-5621
Counties: Bland, Buchanan, Carroll, Dickenson, Floyd, Giles, Grayson, Lee, Montgomery, Pulaski, Russell, Scott, Smyth, Tazewell, Washington, Wise, Wythe
Cities: Blacksburg, Christiansburg, Bristol, Galax, Norton, Radford

VDSS/NORTHERN LICENSING OFFICE

410 Rosedale Court, Suite 270
Warrenton, Virginia 20186
Tel: (540) 347-6345, Fax: (540) 347-6304
Counties: Fauquier, Prince William, Rappahannock, Spotsylvania, Stafford.

HOME OFFICE

Virginia Department of Social Services
Division of Licensing Programs
801 East Main Street, 9th Floor
Richmond, Virginia 23219-2901
Tel: (804) 726-7154, Fax: (804) 726-7132

VDSS-Licensing's statewide toll-free number:

1-800-543-7545 or for the Richmond area only, call 804-692-2394.