

Frequently Asked Questions

All applicants are encouraged to attend a Pre-Development Meeting to obtain information on each requirement. <https://forms.albanyga.gov/Forms/pre-development-meeting-request>

What type of Day Care Operations are allowed in Albany and Dougherty County?

The following type of Day Care Operations are allowed: Family Day Care serving 6 or fewer clients, Group Day Care serving 7-18 clients, and General Day Care serving 19 or more clients.

What zoning district(s) permit Day Care Operations?

Day Care Operations are allowed in multiple zoning districts. Contacting the Planning & Development Services Department can provide you with specific permitted uses in each zoning district (229) 438-3901.

Are there space or building size requirements for operating a Day Care?

Space requirements depend on the location, type, and size of the structure to be used as a Day Care. Zoning regulations apply to the number of clients per the type of zoning. Fire Safety regulations will focus on useable square footage of the building in use. State of Georgia regulations outline the permitted occupancy for attending clients per teacher or providers. Local Zoning Ordinances take precedence over clients served.

Are there parking requirements for a Day Care Operation?

Parking regulations are determined by building, useable space, and zoning criteria for permitted uses. Building regulations require meeting the Georgia Accessibility Code. The Albany Fire Department may assist in determining required ADA. Zoning regulations require 1 space per ten (10) students and 1 space per employee.

Do I need a permit?

All building repairs related to structural and specialty trades (electrical, plumbing, HVAC, & mechanical) require a permit. The proposed work must be performed by state and local licensed contractors. **All daycare facilities will require Sealed/Stamped Architectural or Certified Engineer drawings per Georgia law OCGA 43-4-14.**

Are there any sign requirements for Day Care Operations?

The City of Albany and Dougherty County have sign regulation ordinances. Residential Districts do not allow for signs to be displayed except for yard signs measuring no larger than 24"x18". Signs proposed for Commercial Districts are required to obtain a sign permit.

Are there any licenses or permits required, and are there any applicable fees?

Yes. Applicants must obtain a Certificate of Occupancy, an Occupational Tax Certificate (local business license), and a Bright from the Start Certificate. Other state and local certifications and licenses may be required based on services provided. Fees are determined based on operations.

Georgia Dept. of Early Care and Learning:
<https://www.dec.ga.gov/CCS/Default.aspx>



How to Open a Childcare Center

***Starting Child Day Care Operations.
Know Before You Buy or Lease.***

Step 1

Know Who To Contact

Know your zoning and location(s)

- ✓ Pre-development meetings are offered twice a month.
- ✓ Contact the Department of Planning and Development Services: (229) 438-3901.
Open from 8 a.m. – 5 p.m.,
Monday - Friday

Know the condition of your structure.

- ✓ Contact the Albany Fire Department: (229) 854-3895.
Open from 8 a.m. – 5 p.m.,
Monday – Friday

Know the process and timeframe of review.

- ✓ Zoning actions could take anywhere from 30-90 days.
- ✓ The fire safety pre-inspection is available upon request.



Step 2

Prepare to Get Your Occupational Tax Certificate (OTC) (Business License)

- ✓ Apply for your OTC in-person or online
- ✓ Apply in person at 240 Pine Avenue, Suite 150, (229) 431-2118.
Open from 8:30 a.m. – 5 p.m., Monday through Friday
- ✓ Apply online at albanyga.gov/about-us/city-departments/license-business-support/occupational-tax-certificate or scan the qr code.



- ✓ A Georgia State Corporation Registration is not a local business license.

Step 3

Know the Fire Safety Inspection Process

to Obtain Your Certificate of Occupancy (CO)

- ✓ Initial inspection, scheduled at the time of the OTC application
Scheduled on Tuesdays and Thursdays between 10 a.m. – 12 p.m. and 2 p.m. – 4 p.m.
(229) 431-2118
- ✓ Re-inspection (if necessary)
Scheduled at the request of the applicant – (229) 302-1901 or (229) 302-1902
- ✓ Final inspection scheduled at the request of the applicant
(229) 431-2118

Step 4

Final Step to Obtaining Your CO and OTC

- ✓ Upon a passed final fire safety inspection and completion of all other requirement documents, a CO and OTC will be issued.

Congratulations! You are now ready to start your child day care operation!