

RE: CHANGE OF OWNERSHIP: STEPS TO FOLLOW TO GET LICENSED

For your information, the license of a Child Care Facility is not transferable. Any changes in ownership must be processed and approved as mandated by Hillsborough County Ordinance. The following are requirements that must be completed prior to issuance of a new license.

1. An application for change of ownership of a child care facility and an owner/operator application addendum must be submitted to this office a minimum of forty-five (45) days prior to the change.
2. A letter from the present owner indicating that an ownership change will take place, the date it will take place and that the old owner will be responsible for the operation of the center until a new license is issued in the new owner's name.
4. An approved fire inspection done within the last year. It is suggested that a current one is obtained.
5. An approved Health Department inspection done within the past year.
6. Written verification of City or County water and sewer, or a written satisfactory well water and septic tank capacity from the Health Department.
7. A consultation with the new owner at our office to familiarize the new owner with licensing laws and procedures. Complete and submit registration and fee for the two part child care center consultation for new owners of child care centers. The Child Care Licensing office will contact you with date and time of these classes. Class participation is mandatory prior to the issuance of a child care license. Registration forms are available at this office or online at www.hillsboroughcounty.org/childcarelicensing. Click on the link Applications/Forms.
8. A legal document verifying proof of ownership of the business.
- 9A. Prior to change, screening documents from proposed owner(s) must be submitted or proof of screening clearance documentation submitted to Child Care Licensing. New screening must be submitted at least 60 days prior in order for screening to be processed and received.
- 9B. Proof of clearance of the Central Abuse Hotline record search. This information is completed by the person applying for the license 60 days prior to issuance of license. A new license cannot be issued until results from the search are received by the Child Care Licensing Program.
10. A change of ownership inspection from this office.
11. An update of the facility folder as necessary.
12. The current owner or operator must notify parents of the change in ownership prior to the new owner assuming responsibility.
13. Child Development Credential (CDC) requirement must be met.
14. Director Credential requirement must be met.

If you have any further questions regarding change of ownership, please contact this office at 264-3925.