



**City of Coeur d'Alene**  
Municipal Services Department  
710 Mullan Avenue  
Coeur d'Alene, Idaho 83814  
(208) 769-2229  
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# CHILD CARE LICENSING



# WHAT DO I DO FIRST?

## 1. Step One – Home/Facility Qualification

- Will your home or facility meet Fire and Building safety requirements?  
***(Read through appropriate Fire Inspection Checklist)***
- Is your child care located on a lower level or in a basement?
- Is your child care located on an upper level other than main floor?  
***(If yes to either above call the Fire Prevention Team at 769-2245)***
- Is this a new center or remodel of an existing building?  
***(If yes call to schedule a project review at 769-2209)***
- Will your Childcare be in your home and you want a partner/employee?  
***(If yes contact Planning Department at 769-2271)***

## 2. Step Two – Applications

Apply on the city website at [www.cdaid.org/License/ApplyForPersonAccount](http://www.cdaid.org/License/ApplyForPersonAccount) and request a web account for the City. You will receive an email back from our site ([licapp@cdaid.org](mailto:licapp@cdaid.org)) issuing you a login and temporary password for your web account. You will immediately need to create a new personalized password. You will then log in and scroll to the correct application (new or renewal and type of license) and complete the requested information.

### ***Facility Application FEES:***

- ✓ \$ 60.00 for less than 13 children
- ✓ \$100.00 more than 13 children
- ✓ Athletic Facilities with less than 2 hrs. of care with parent present is \$20.00
- ✓ Pay any sewer cap fees due (See Approximate Cost Break Down Sheet)
- ✓ If Commercial Center– schedule project review with the Building Dept. at 769-2209
- ✓ If Home, submit Home Occupation Certificate application (\$25.00)
- Provider License Including (owners/residents/providers/volunteers must obtain a license.)
  - ✓ Application
  - ✓ \$61.50 fee includes annual license plus criminal history background check
  - ✓ Documentation of life safety is required. (See Steps 5 and 6)

## 3. Step Three – Criminal History Background Check

The background check may take up to 90 days and the City requires the returned results before you may open. Please note: Prints may not be accepted from any other agency.

A Criminal History Background check is required for:

- Facility Center – All Staff and anyone regularly on premise.
- Home – All persons 12 years of age and older residing at this address, substitute providers and any person regularly on the premise.

**First Step:** Complete paperwork and pay fees at City Hall (710 E Mullan). Note: Cash/Check or Credit Card with 2.5% fee. 8 am-5 pm Monday through Friday (\$61.50 for license includes background check) Under 18 years of age requires parent authorization.

**Second Step:** Prints completed at the Coeur d'Alene Police Station (3818 Schreiber Way), 9a.m.–3p.m., Tuesday and Thursday.

#### 4. Step Four – Health Inspection

- To be an ICCP approved facility – contact Panhandle Health at 415-5146. After completing training, a health inspection will be scheduled for you at no charge.
- If you are not an ICCP approved provider – please schedule an appointment with Panhandle Health at 415-5200, located at 8500 North Atlas Road, Hayden ID 83835. An annual fee of \$75.00 applies for unapproved ICCP providers.

#### 5. Step Five – Tuberculosis Test – only for New providers (not renewals)

If you have already completed a test, submit the documentation with application. If not, the test may be obtained from any local physician or at:

Panhandle Health  
8500 North Atlas Road, Hayden ID 83835  
415.5200

#### 6. Step Six – Emergency Training

Complete both an Infant/Child CPR Class **AND** an Infant/Child First Aid Class.

You will be required to submit current cards with your application each year. We will make a copy.

Some sources:

A L E R T	664-0839
CPR4Work	620-1949
Coeur d’Alene Pediatrics– MaryAnn	777-1330
Kootenai County Fire—Larry Sande	667-5738

#### 7. Step Seven – Fire Department – Review Fire checklist in packet

Contact the Coeur d’Alene Fire Prevention Team at 769-2245 and schedule an inspection. Renewal inspections will be performed automatically.

**Facility License** – You must complete a Health and Fire Inspection, Planning Review, pay required sewer cap fees and have a licensed owner/operator. If the Facility is in your home, obtain the Home Occupation Certificate. All persons residing at the home must have a background check. All Facility staff must have a temporary license at a minimum.

**Owner/Operator. License** – You must have an Infant/Child CPR & First Aid, Tuberculosis Test, and Criminal History background check completed. Home occupancy requires all persons 12 & over must have a background check.

**Care Provider License (other than owner/operator)** – You must have an Infant/Child CPR, First Aid and Tuberculosis Test. You can obtain a temporary license if supervised at all times by a licensed provider until the Tuberculosis results are provided and the background check results completed.

**On-site, non-provider License – Requires** a one-time Criminal History background check performed.

**Parent, Volunteers and NIC Practicum Students** – If supervised at all times and never left alone with children, then a Criminal History background check and tuberculosis test is required. Fee is \$61.50 and includes license.