

Building Inspection Report – Licensed Child Care Centers and Certified School-Age Programs

Use of form: Use of this form is voluntary; however, completion of this form by the inspector will be accepted as documentation that the structure meets the requirements of DCF 202.09(4)(a)2., 250.06(1)(a), 251.06(1)(a) or 252.43(1)(d) for child care centers required to meet commercial building codes. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wis. Stats].

Instructions – Owner / Occupant / Applicant for licensure / certification: Complete Section A and give the form to the commercial building inspector, registered architect or engineer to be completed during the inspection. Include a copy of the floor plan of all interior and exterior spaces that will be utilized by the center. Diagrams should include dimensions, a description of each room’s usage and the ages of children that will be cared for in each room. If upon completion of the inspection any applicable building codes are indicated as not met (deficient), required modifications must be made and a final inspection must be completed to document that all applicable building codes have been met. The owner / occupant / applicant must provide the department with a copy of the completed final inspection report and attached floor plan. **Note:** A license / certification will not be issued until all applicable building codes and licensing / certification rules have been met. DCF 251 licensing rules for group child care centers may be more restrictive than building codes for the amount of space accessible to children and the number of toilets and washbasins. See 251.06 for building requirements. Rooms used to serve children under age 2 are required to have a diaper changing sink located within the room. See 251.09(4)(b).

Instructions – Inspector: A commercial building inspector, registered architect or engineer shall visually observe the physical plant to determine compliance with applicable building codes and complete and sign the inspection form. If possible, include a copy of the floor plan provided by the owner / occupant / applicant as documentation that the building was inspected based on the diagram of where services will be located. Include each room inspected, any restrictions or limitations, and the ages of children for which each room was approved at the time of the inspection. **Note:** Most centers will be required to meet the I-4 building codes unless specific building elements are in place that allow for application of the E codes.

SECTION A (Completed by building owner / occupant / applicant for licensure or certification)

Check one: Opening a child care center in an existing building that has not previously been used for child care
 Altering / remodeling a building in which a child care center is / was located
 Expanding a child care to include space not covered during the previous building inspection

Check one: Initial inspection report Final inspection report

Name – Building Owner	Address – Building Owner (Street, City, State, Zip Code)	Telephone Number
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Name – Occupant / Applicant	Address – Occupant / Applicant (Street, City, State, Zip Code)	Telephone Number
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Address – Building to be Inspected

Proposed Total Number of Children to be Served	Proposed Number of Children Under 2 ½ Years to be Served
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SECTION B (Completed by commercial building inspector / registered architect or engineer)

I. Findings

Yes No This building meets all applicable codes. If “No” list the deficiencies below. Attach additional pages if necessary.

Yes No Are there any restrictions or age limitations? If “Yes” please make sure that information is clearly indicated on the floor plan that was provided by the owner / occupant / applicant or list the restrictions in the space below.

II. Attestation

I have inspected the building at _____ on _____ to determine
Building Physical Address Date Inspected
 compliance with the applicable commercial building codes for child care centers. Based on my inspection, the center can be licensed /
 certified to serve no more than _____ children in total including _____ children under age 2½.
Total Capacity Children Under 2½

Name – Building Inspector	Commerce ID Number
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Name – Building Inspector’s Employer	Telephone Number
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SIGNATURE – Building Inspector	Date Signed
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