



State of Vermont  
**PERMIT AND LICENSE INFORMATION**

**RESIDENTIAL CHILD CARE FACILITIES**

**SUMMARY DESCRIPTION OF PERMIT** In order to provide residential care to children, a license as a residential child care facility is required. Requirements for residential child care facilities are detailed in "Licensing Regulations for Residential Child Care Facilities." These regulations have been established to provide minimum standards for the care, health, safety, and treatment of residents.

**EXAMPLE OF REGULATED ACTIVITY** A license is required for facilities that provide a planned program aimed at behavioral change, administered by qualified staff, for children in a twenty-four-hour residential setting.

A license as a residential child care facility is not required for family foster homes, summer camping programs, facilities approved by other Departments of the Agency of Human Services, or other facilities exempted under the provisions of 33 V.S.A. §2831.

**INFORMATION REQUIRED** Information about the physical facility, staff, administration, policies and procedures, and program structure are obtained by a Residential Licensing Social Worker through interviews, site visits, and review of required documents, in order to determine whether the applicant meets licensing regulations.

**FEES** None.

**APPLICATION TIME FRAME** One month from notification that the applicant believes all requirements has been met.

**ADMINISTERING AGENCY**

**AGENCY OF HUMAN SERVICES  
 DEPARTMENT FOR CHILDREN AND FAMILIES**

**CONTACT:** Residential Licensing Unit Director  
 Phone: 802-241-2159

**ADDRESS:** 103 South Main Street (Osgood)  
 Waterbury, Vermont 05671-2401

**AUTHORITY** 33 VSA §3501

**APPLICABLE RULES** Licensing Regulations for Residential Child Care Facilities.

**APPEAL PROCESS** 3 VSA § 3091. An applicant for a license who is aggrieved by a decision of the Licensing Division will be granted a fair hearing before the Human Services Board if requested within thirty days of the Department's issuance of the decision.

**OTHER PERMITS  
AND APPROVALS**

Wastewater System & Potable Water Supply Permit ([Sheet # 1](#)), Fire Safety Division of the Department of Public Safety ([Sheet # 49](#)) <http://www.vtfiresafety.org>. Local permits may also be required in some towns and cities.