

Planning & Development Department

803-329-7093 / Businesslicense@cityofrockhill.com

Physical (By Appointment Only): 155 Johnston Street, Rock Hill, SC 29730

Mailing: PO Box 11706, Rock Hill, SC 29731-1706

www.cityofrockhill.com



IN-HOME DAY CARES

City of Rock Hill requirements for in-home day cares

A. Operational requirements

1. **The primary use of the property** must be a single-family detached residence. In-home day cares cannot be in a single-family attached residence (such as a townhouse or duplex) or in multi-family complex (such as an apartment or condominium building).

Please also note: The Rock Hill Housing Authority does not allow in-home daycares in their facilities. Please contact the RHHA at 803-324-6350 for more information.

2. **Residency:** The principal owner of the day care must be a permanent resident of the dwelling.
3. **Number of People Receiving Care:** In-home day cares are allowed to serve up to five children or adults, *including* the operator's own children or adult dependents.
4. **Number of Employees:** While the day care may employ any number of people, only one employee can be on site at a time.

B. Physical requirements

1. **Size:** The day care cannot exceed 30% of the heated floorarea of the principal structure or 600 square feet, whichever is less.
2. **Parking and vehicle use:** Three off-street parking spaces are required. If the day care uses vehicles for the transport of children off site, only two such vehicles can be kept on site at a time. These vehicles must be parked a) in a driveway or b) on an unpaved surface if they are located behind the front plane of the house in a side or rear yard. Prohibited parking locations for all vehicle types include any location that causes pedestrian obstructions (such as blocking a sidewalk) or traffic visibility issues, as well as along the street.
3. **No Outdoor Storage of Materials:** The day care cannot store materials or other evidence of the business outside.
4. **No Change in External Appearance:** The day care cannot cause a change in the external appearance of the existing dwelling and structures on the property.
5. **Permitted Signage:** A one-square-foot wall sign may be affixed adjacent to the entrance identifying the day care within. No permit is required for this sign.
6. **Outdoor Play Area:** If an outdoor play area is provided, it must be fenced with a solid fence at least four feet high.

Application process

1. Please apply for the business license and in-home day care permit using our business license application at www.cityofrockhill.com/newlicense. Complete the application for an inside-city, home-based business and describe your business as an in-home day care.
2. We will review the application. If the location is approved for an in-home day care, we will email you a zoning verification letter that the South Carolina Department of Social Services (DSS) Child Care Licensing Division will need to have before it will issue a permit for a home day care.
3. Request a [Family Child Care Home permit](#) from DSS to operate an in-home daycare.
4. If the DSS permit is approved, send a copy to our staff.
5. We will then be able to finalize the business license application process. We will send you an invoice for the business license and a \$50 permit fee. Once paid, we will email you the business license. You will need to renew the business license annually.
6. If you need a fence to satisfy the Outdoor Play Area requirement listed above, please submit (or have your fence contractor submit) our [Fence Permit Application](#) and describe the fence as one for an in-home daycare.