



Joseph P. Ganim  
Mayor

City of Bridgeport  
**Department of Health & Social Services**  
**Environmental Health Division**  
999 Broad Street, Bridgeport, CT 06604  
203-576-7474 (P)  
203-576-7793 (F)  
[bridgeportct.gov/health](http://bridgeportct.gov/health)

**Dr. Elizabeth Rivera-Rodriguez, DNP, MPH, MSN, RN**  
Director of Health & Social Services

**Sumit Sharma, MPH, MDiv.**  
Deputy Director of Health & Social Services

**Audrey M. Gaines, BS**  
Deputy Enforcement Officer

## Procedure for opening a Day Care Facility

1. **Zoning Department** - Zoning Compliance Application letter, City Hall, 45 Lyon Terrace, (203) 576-7217.
2. **Building Department** - Certificate of Occupancy for any exterior or interior renovations, City Hall, 45 Lyon Terrace, (203) 576-7225.
3. **Fire Marshal's Office** - Written approval for: floor plan review, new or existing equipment, and compliance with prior fire violations, City Hall, 45 Lyon Terrace, (203) 576-8013
4. **Town Clerk's Office** - Trade name Certificate, City Hall, 45 Lyon Terrace, (203) 576-7208.
5. **Tax Collector's Office** - Tax Inquiry Form, City Hall, 45 Lyon Terrace, (203) 576-7271.
6. **Copy of Lease or Bill of Sale.**
7. **Day Care Floor Plan.**
8. **Lead Water Test Results**
9. **Lead Paint Inspection with Results.**

**Note: At the time of the pre-operational inspection a Certificate of Inspection fee of \$230 is payable by Money Order or Cashier's Check Only. No cash, business checks or personal checks will be accepted. Annual renewal of license is also \$ 230.**