



Joseph P. Ganim
Mayor

City of Bridgeport
Department of Health & Social Services

Environmental Health

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Director of Health & Social Services

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Deputy Director of Health & Social Services

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. **Town Clerk's Office** - Trade name Certificate, City Hall, 45 Lyon Terrace, (203) 576-7208.
4. **Tax Collector's Office** - Tax Inquiry Form, City Hall, 45 Lyon Terrace, (203) 576-7271.
5. **Lease or Bill of Sale.**
6. **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
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. License renewal is required each September. The cost is \$230.