



UTAH DEPARTMENT OF
HEALTH

FEE SCHEDULE

Utah Department of Health, Child Care Licensing Program (07/16)

Licensed Family-Residential Certificate-Center-Hourly Center-Out of School Time

Fee	Description	Amount
License/Certificate Fee	This fee is due for new applications and annual renewals.	\$31.00
New Center Fee	This is a one-time fee applicable for new center type applications; including changes of location and additional facility locations.	\$200.00
Center-Per Child Fee	This fee is due for new applications, and annually for renewals. It is based on the requested / approved capacity. e.g. Capacity= 50 x \$1.75 = \$87.50	\$1.75 per child
Late Renewal Fee	This fee is assessed when a renewal application is received 1-30 days after the expiration of the license/certificate.	\$15.50 (all) + .75 per child (Centers Only)
Background Screening Fee	This fee is due for each covered individual age 12 and over. For more information on background screenings see our FAQ page .	\$15.00 each
Fingerprint Processing Fee	This fee is due each time a fingerprint card is required to be submitted. For more information on fingerprint requirements see our FAQ page .	\$52.75 each
License/Certificate Change Fee	This fee is applicable when there are more than two changes to a license/certificate in a licensing year.	\$31.00
Additional Follow-Up Inspection Fee	This fee is assessed for each additional visit, which begins with the 2nd follow-up visit required due to non-compliance.	\$25.00 each
Conditional Monitoring Fee	This fee is assessed for facilities that are on a conditional license/certificate due to non-compliance. It is assessed for each conditional monitoring inspection.	\$253.00 Centers \$245.00 Home
Civil Money Penalties (CMP)	This fee is assessed when there are consecutive cited findings to the same rule. The amount of the CMP is determined by the level of the finding.	\$50.00-\$100.00 Per Instance/Item

License Exempt, DWS, and FFN (Family, Friend, and Neighbor) Approved providers

Fee	Description	Amount
Background Screening	This fee is due for each covered individual age 12 and over. (Does not apply to FFN Approved Providers.)	\$15.00 each
Fingerprint Processing Fees	This fee is due for each covered individual age 18 and over.	\$52.75 each

PAYMENTS

Checks or Money Orders	Payable to "Utah Department of Health" can be mailed or hand delivered to one of the Region Offices listed below.
Cash	In the exact amount, can be hand delivered to one of the Region Offices.
Credit / Debit Card	Payment can be made by phone, or in person at one of the Region Offices. (The total payment amount must be at least \$5.00.)

Child Care Licensing, North Region

Mail: PO Box 142003 / SLC, UT 84114-2003
3760 S Highland DR #247 / SLC, UT 84106
Phone: (801) 273-6617 / (888) 287-3704
Fax Number (801) 273-0731

Child Care Licensing, South Region

Mail: PO Box 142003 / SLC, Utah 84114-2003
150 East Center St. #3200 / Provo, UT 84606
Phone: (801) 374-7688 / (800) 894-2588
Fax Number (801) 536-0168