



# Roadmap for Family Day Home Licensing (Norfolk, VA)

**1 Contact Us**  
(757) 416-4320  
[www.norfolk.gov/hcn](http://www.norfolk.gov/hcn)  
[HumanServices-HCN@norfolk.gov](mailto:HumanServices-HCN@norfolk.gov)

**2 Application & Documents**

- HCN Application
- TB Screening
- Residence Verification Form
- Sworn Statement
- Proof of Identity

**Documents due 30 days within submission of application.**

**3 Screenings, Approval & Requirements**

- Coach assigned
- HCN Initiates Background Checks
- Review Norfolk City Code Chapter 15.1
- Sign City Code Checklist
- Submit Emergency Preparedness Response Plan for approval

**Up to 4 weeks**

**4 Inspection & Conditional Approval**

- Complete initial Home Inspection
- Conditional License Issued

**Simultaneous with Step 5**

**5 Required Trainings**  
Complete Norfolk required trainings  
**Up to 60 days**

**6 Zoning & Business License**

- HCN initiates zoning approval
- Obtain Business License

**Up to 30 days**

**7 HCN License Issued**  
Issued a City of Norfolk Home-Based Childcare Network Regular License.