

481—66.2(1350) Registration of boarding homes.

66.2(1) A boarding home shall complete and submit the boarding home registration form located on the department's website within 60 days of commencing operations.

66.2(2) The registration form may be submitted electronically via the department's website or by mail to the Department of Inspections, Appeals, and Licensing, Health Facilities Division, 6200 Park Avenue, Des Moines, Iowa 50321.

66.2(3) The registrant shall include the following:

- a.* Name(s) of the owner, lessee and manager;
- b.* Number of rooms available for rent and maximum number of tenants for the entire boarding home;
- c.* Location of the boarding home, including street address, city and ZIP code;
- d.* Telephone number, mailing address and email address for the owner, lessee and manager;
- e.* Occupant loads as calculated in accordance with the building and fire codes as adopted by the applicable jurisdictions;
- f.* Whether the building is equipped with a fire sprinkler system;
- g.* Whether the building is equipped with a centralized kitchen in which meals are prepared;
- h.* Name of the responsible party to whom the department will send all notices regarding the boarding home.

66.2(4) The boarding home shall notify the department as provided in subrule 66.2(2) of any changes to the information on the initial statement of registration within 30 days of when the change occurs, including cessation of operation.

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