

481—66.2(1350) Registration of boarding homes.

66.2(1) A boarding home shall complete and submit to the department 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; by mail to the Department of Inspections and Appeals, Health Facilities Division, Lucas State Office Building, Third Floor, 321 E. 12th Street, Des Moines, Iowa 50319-0083; or by fax to (515)242-5022.

66.2(3) The registrant shall include, at a minimum, the following information on the statement of registration:

- a.* Name(s) of the owner, lessee, and manager, as applicable;
- 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.* Contact information for the owner, lessee, and manager, including telephone number, mailing address, and email address;
- 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; and
- h.* Name of the responsible party. The department will send all notices regarding the boarding home to the responsible party.

66.2(4) Failure to file a statement of registration in a timely manner may result in a penalty of no more than \$500.

66.2(5) The boarding home shall notify the department of any changes to the information on the initial statement of registration within 30 days of when the change occurs, including cessation of operation. Changes shall be submitted in the manner described in subrule 66.2(2).

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