

481—57.3(135C) Application for licensure.

57.3(1) Initial application and licensing. In order to obtain an initial residential care facility license for a residential care facility which is currently licensed the applicant must:

- a.* Meet all of the rules, regulations, and standards contained in 481—Chapters 57 and 60;
- b.* Submit a letter of intent and a written résumé of the resident care program and other services provided for departmental review and approval;
- c.* Make application at least 30 days prior to the change of ownership of the facility on forms provided by the department;
- d.* Submit a floor plan of each floor of the facility drawn on 8½- × 11-inch paper showing room areas in proportion, room dimensions, room numbers for all rooms, including bathrooms, and designation of the use to which room will be put and window and door location;
- e.* Submit a photograph of the front and side elevation of the facility;
- f.* Submit the statutory fee for a residential care facility license;
- g.* Comply with all other local statutes and ordinances in existence at the time of licensure;
- h.* Have a certificate signed by the state fire marshal or deputy state fire marshal as to compliance with fire safety rules and regulations.

57.3(2) In order to obtain an initial residential care facility license for a facility not currently licensed as a residential care facility, the applicant must:

- a.* Meet all of the rules, regulations, and standards contained in 481—Chapters 57 and 60. Exceptions noted in 481—subrule 60.3(2) shall not apply;
- b.* Submit a letter of intent and a written résumé of the resident care program and other services provided for departmental review and approval;
- c.* Make application at least 30 days prior to the proposed opening date of the facility on forms provided by the department;
- d.* Submit a floor plan of each floor of the residential care facility, drawn on 8½- × 11-inch paper showing room areas in proportion, room dimensions, room numbers for all rooms, including bathrooms, and designation of the use to which room will be put and window and door locations;
- e.* Submit a photograph of the front and side of the residential care facility;
- f.* Submit the statutory fee for a residential care facility license;
- g.* Comply with all other local statutes and ordinances in existence at the time of licensure;
- h.* Have a certificate signed by the state fire marshal or deputy state fire marshal as to compliance with fire safety rules and regulations.

57.3(3) Renewal application. In order to obtain a renewal of the residential care facility license, the applicant must:

- a.* Submit the completed application form 30 days prior to annual license renewal date of residential care facility license;
- b.* Submit the statutory license fee for a residential care facility with the application for renewal;
- c.* Have an approved current certificate signed by the state fire marshal or deputy state fire marshal as to compliance with fire safety rules and regulations;
- d.* Submit appropriate changes in the résumé to reflect any changes in the resident care program or other services.

57.3(4) Licenses are issued to the person or governmental unit which has responsibility for the operation of the facility and authority to comply with all applicable statutes, rules or regulations.

The person or governmental unit must be the owner of the facility or, if the facility is leased, the lessee.