



**Bureau of Regulatory Operations  
Residential Care Facility  
Instructions for Capacity Increase**

**General Information and Instructions**

*Capacity Increase – With no building alterations*

Ohio Administrative Code (OAC) rule 3701-16-03(B) or (D)(4) as applicable, requires a residential care facility (RCF) to notify the Director of Health in writing of a bed capacity increase no later than ten (10) days after the change occurs if there are no physical alternations. Be advised that an RCF may not use any additional beds until an amended license has been issued.

*Capacity Increase – With building alterations*

Ohio Administrative Code (OAC) rule 3701-16-03 (E) requires an RCF to notify the Director of Health in writing if the RCF alters its physical facilities in a manner that increases capacity within sixty (60) days prior to the date it desires to begin filling the new beds. Be advised that an RCF may not use any additional beds until an amended license has been issued.

If your application is incomplete or is not accompanied by the required documents below, approval may be delayed, your capacity change documents may be returned to you or your request may be denied.

**Required Documents:**

The following documents must be submitted as a complete packet to the Ohio Department of Health at the address provided below.

1. A letter requesting a capacity increase on facility letterhead and signed by the administrator or other authorized representative. Your letter must include the following information:
  - a. License number (e.g., 1234R)
  - b. The current capacity, the number of additional beds; and the total proposed capacity (e.g., facility currently has fifty (50) beds and is requesting an increase of ten (10) beds, resulting in a total proposed capacity of sixty (60) beds)
  - c. Details related to the capacity increase such as relocation, alteration construction, renovation or change of use of rooms
  - d. The requested effective date of the capacity increase

REVISED 02/27/2020

- e. A statement indicating that there is a resident-activated resident call system for each resident in the rooms, that are being added to the license, in accordance with OAC 3701-16-04 (5)
2. An 8 1/2" x 11" schematic drawing (floor plan) of the facility, clearly identifying rooms, including room numbers, number of beds in each room, dimensions of the resident rooms and location of new beds
3. A copy of the facility's most recent State Fire Marshal Inspection report documenting that the RCF is in compliance with the state fire code
4. A copy of the facility's Certificate of Occupancy permit
5. A Notice of Readiness form for licensure inspection

Submit documents to:

Ohio Department of Health  
OHAL/BRO – Licensure Program  
246 North High Street  
Columbus, Ohio 43215

### **On-Site Inspection**

An on-site inspection to determine compliance with the RCF rules may be required prior to approving the capacity increase.

### **Contact Information**

If you have any questions regarding the process to increase your capacity, e-mail the Bureau Regulatory Operations, Licensure Program at [liccert@odh.ohio.gov](mailto:liccert@odh.ohio.gov) or call (614) 466-7713.