



Office of Health Assurance and Licensing  
**Residential Care Facility**  
**Initial Application Instructions**

**General Information and Instructions**

Chapter 3721. of the Revised Code (RC) and Chapter 3701-16 of the Ohio Administrative Code (OAC) require nursing homes to be licensed and set forth requirements for licensure. A Residential Care Facility Licensure Application and Notice of Readiness form are attached to this document.

For timely processing, you should submit your application along with the fee and the required documents no more than six months (180 days) and no less than two months (60 days) before the projected opening date you list on the application.

**A check or money order, made payable to the Treasurer, State of Ohio in the amount of \$320 for each 50 beds or part thereof must accompany your application. See example below.**

1 - 50 beds	\$320
51 - 100 beds	\$640
101 - 150 beds	\$960
151 - 200 beds	\$1,280
201 - 250 beds	\$1,600
251 - 300 beds	\$1,920

**Required Documents:**

The following documents must be submitted with your "Residential Care Facility Licensure Application" and fee:

1. An 8 1/2" x 11" schematic drawing of the facility that clearly shows the bath and toilet rooms, room numbers, dimensions of rooms and number of beds in each room.
2. A copy of the Certificate of Occupancy permit for the home.
3. A copy of a current State Fire Marshal Inspection report documenting the home is in compliance with the state fire code.
4. A current central heating system inspection letter.
5. A Notice of Readiness form.



### **Expedited Survey:**

Rule 3701-16-03.1 of the Ohio Administrative Code allows a Residential Care Facility to request an expedited initial licensure inspection. To request an expedited licensure inspection, the applicant must submit a complete initial application requesting an expedited initial inspection, all required documents as set forth above, the application fee and a non-refundable fee of \$2,250.00. Upon receipt of a completed application with a request for expedited initial inspection, the department will commence an inspection of the home not later than ten (10) business days from the date the Department deems the application complete.

### **Application Submission:**

Submit the completed application form, check or money order in the correct amount, and the required documents listed above to the following address:

Ohio Department of Health  
Revenue Processing #3212  
PO Box 15278  
Columbus, Ohio 43215

If the application is not complete or is not accompanied with the fee and required documents listed above, licensure approval may be delayed, your application may be returned to you or your application may be denied. Deposit of your fee does not mean that your application has been accepted and/or declared complete. In addition, if an inspection commences on or after the date indicated on the Notice of Readiness form and the surveyors determine the home is not ready for inspection, the inspection may be terminated and either a second inspection will be delayed or the application for a license may be denied.

If you have any questions regarding your Residential Care Facility Licensure Application, please e-mail the Licensure Program in the Office of Health Assurance and Licensing, Ohio Department of Health at [liccert@odh.ohio.gov](mailto:liccert@odh.ohio.gov) or call (614) 466-7713.