

**4665.0400 LICENSURE PROCEDURE.**

Subpart 1. **Application.** Application for a facility license to establish or operate a supervised living facility shall be made in writing and submitted on forms provided by the department. The application for a new facility or for a change in classification shall include a copy of the proposed program or other acceptable indication from the Department of Human Services pertaining to the types of residents who are to be served by the facility.

Subp. 2. **Documents required.** If the applicant is a corporation, the applicant shall furnish the department names and addresses of the governing body and names of current officers of the corporation.

Subp. 3. **Out-of-state corporations.** In addition to the documents required in subpart 2, out-of-state corporations shall furnish the department with a copy of the certificate of authority to do business in Minnesota.

Subp. 4. **Review of buildings.** Existing buildings and new construction shall be reviewed and approved by the department prior to licensure. Review includes submission of construction drawings and specifications for new construction and alterations.

Subp. 5. **Fees.** Each application for either an initial or renewal license to operate a supervised living facility within the meaning of Minnesota Statutes, sections 144.50 to 144.56 and parts 4665.0100 to 4665.5600 shall be accompanied by a fee based upon the formula established in part 4735.0200. A bed must be licensed if it is available for use by residents. If the number of licensed beds is increased during the term of the license, \$12 for each additional bed shall be paid. There shall be no refund for a decrease in licensed beds.

Subp. 6. **Expiration.** Initial and renewal licenses issued pursuant to Minnesota Statutes, sections 144.50 to 144.56 and these regulations shall be issued for the calendar year for which application is made and shall expire on December 31 of such year. License renewals shall be applied for on an annual basis. Applications for license renewal shall be submitted no later than December 31 of the year preceding the year for which application is made. Any application for an initial license submitted after November 1 shall be considered as an application for the following year; provided, however, that a license may be issued and be effective prior to January 1 of the year for which application is made without payment of fees for two years.

**Statutory Authority:** *MS s 144.56*

**History:** *L 1984 c 654 art 5 s 58*

**Published Electronically:** *October 11, 2007*