



Part A Application

Applying for a facility license consists of completing an application that is divided into Part A and Part B. The Part A Application consists of about 19 forms and various attachments, some easy and others more challenging.

The completion of a Part A Application will take most people many weeks, even months, of tedious work. Once completed you will have no way of knowing what problems may be present in your work; problems that can delay the approval of your application and the granting of your license.

We can provide **your choice** of 3 options for completing the Part A Application:

Option 1 - Part A Review

If you completed the Part A application yourself, we can review it and make suggestions before you submit to CCLD.

Price: \$100

Note: *Part A Review* can be done in person within 30 miles of our address, or by fax, email, or regular mail for greater distances.

Basic Part A applications will be reviewed after you have received our completed samples and finished your work.

If we are delivering a Part B application to you, your *Part A Review* will be done during that visit.

Option 2 – Basic Part A

If you choose to complete the Part A application yourself and want assistance to finish it, we can provide you guidance, completed samples of the more difficult forms, and a review of it all before you submit to CCLD.

Completed samples include LIC 309, 401, 401A, 403A, 500, 610, 999, Board Resolutions (corporations), Operating Agreements (for LLC's), and emergency relocation letters.

Price: \$200

Option 3 – Prime Part A

We will complete 80% of the Part A application, some with your input, including: LIC 200, 215, 308, 309, 400, 401, 403, 404, 500, 508, 610, and 9054. We will assist you in completing the other 20% of the forms by explaining them to you, providing complete samples, and reviewing your finished work before you submit to CCLD.

Completed samples include LIC 309, 401, 401A, 403A, 500, 610, 999, Board Resolutions (corporations), Operating Agreements (for LLC's), and emergency relocation letters.

Price: \$350

BUNDLE and SAVE →

A discount will be applied to the total cost if you choose both a Prime Part A Application and any Part B. See the details in the [Part B Application](#) description.

Note: See our [Products & Services Price List](#) and [Policies](#) for full details. You are accountable for knowing the contents of your *Part A Application* and for providing the services therein. To this end, RA Mears Consulting will provide an overview of any documentation provided to you, as needed.

The cost of *Part A Review*, *Basic Part A Application* or *Prime Part A Application* is due before the work begins. Bundled Part A and B Applications require a \$275 down payment, with the balance due when the job is complete and ready for delivery.

A *Part A Application* will be will be completed by email, phone, fax, or regular mail, as agreed on. Completed Part A Applications will be sent by email or regular mail, as agreed on.

RA Mears Consulting will make any revisions to *our work* required by CCLD for *initial* licensure without additional charge to you.