



Conversion License Application: Change in Facility Capacity

Sometimes changes occur with the licensee after initial licensure that require you to update your application. In many cases, these changes do not require you to submit entirely new Part A and/or Part B applications and can be addressed by submitting amendments to your original application. These amendment applications are sometimes referred to as “conversion” applications because the changes are limited in scope.

One such conversion application is submitted when you want to change your facility capacity. We recommend you contact your local Community Care Licensing Division if you plan to change your capacity to ask what forms they will need. Based on our experience, the updated application will include the following (all LIC forms can be accessed [here](#)):

- A fee of \$25.
- LIC 200, Application for A Community Care Facility or Residential Care Facility for the Elderly License.
- LIC 500, Personnel Report.
- LIC 999, Facility Sketch (Floor Plan and Yard).
- LIC 9054, Local Fire Inspection Authority).
- Updated Plan of Operation. This is your Part B application. If there are no significant changes, you can submit the same one you used for the initial application, making sure any reference to the old capacity, staff schedule, etc., are updated.
- Conditional Use Permit (issued by the City or County for capacities of 7 or more).

In addition to this documentation, your application for a change in capacity will require facility inspections by CCLD and the Fire Marshall and should be completed in 1 ½ - 2 months.

THIS SUMMARY IS PROVIDED AS A MATTER OF INFORMATION AND EDUCATION ONLY. IT IS NOT INTENDED TO PROVIDE LEGAL ADVICE, LEGAL CONSULTATION, NOR INFORMATION TO ADDRESS SPECIFIC MATTERS YOU MAY CURRENTLY BE ADDRESSING. DO NOT TAKE ACTION IN SPECIFIC CASES WITHOUT FULL KNOWLEDGE OF THE FACTS.