



Conversion License Application: Facility Relocation

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 relocate the facility to a different site. We recommend you contact your local Community Care Licensing Division (CCLD) if you plan to relocate 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 ½ the initial application fee.
- LIC 200, Application for A Community Care Facility or Residential Care Facility for the Elderly License.
- LIC 308, Designation of Facility Responsibility.
- LIC 400, Affidavit Regarding Client/Resident Cash Resources.
- LIC 401, Monthly Operating Statement.
- LIC 402, Surety Bond (if required per LIC 281, Application Instructions for a Facility License).
- LIC 500, Personnel Report.
- LIC 610(C, D, or E), Emergency Disaster Plan.
- LIC 999, Facility Sketch (Floor Plan and Yard).
- LIC 9054, Local Fire Inspection Authority).
- Evidence of Control of Property, such as a Lease Agreement, Grant/Trust Deed.
- 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.
- Conditional Use Permit (issued by the City or County for capacities of 7 or more).
- Bacterial Analysis of Private Water Supply (when water for human consumption is from a private source, such as a well).

In addition to this documentation, your application for a relocation will require facility inspections of your new location 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.