

He-P 803.04 Initial License Application Requirements.

(a) Each applicant for a license shall comply with the requirements of RSA 151:4, I-III(a), and submit the following to the department:

(1) A completed application form entitled "Application for Residential or Health Care License" (February 12, 2010), signed by the applicant or 2 of the corporate officers, affirming to the following:

"I affirm that I am familiar with the requirements of RSA 151 and the rules adopted thereunder and that the premises are in full compliance. I understand that providing false information shall be grounds for denial, suspension, or revocation of the license and the imposition of a fine.";

(2) A floor plan of the prospective nursing home;

(3) If applicable, proof of authorization from the New Hampshire secretary of state to do business in the state of New Hampshire in the form of one of the following:

- a. "Certificate of Authority," if a corporation;
- b. "Certificate of Formation," if a limited liability corporation; or
- c. "Certificate of Trade Name," where applicable;

(4) List of affiliated or related parties;

(5) The applicable fee in accordance with RSA 151:5, I(c), payable in cash in the exact amount of the fee or, if paid by check or money order, the exact amount of the fee made payable to the "Treasurer, State of New Hampshire";

(6) Copies of licenses for the nursing home administrator;

(7) Written local approvals as follows:

a. For an existing building, the following written local approvals shall be obtained no more than 90 days prior to submission of the application, from the following local officials or if there is no such official(s), from the board of selectmen or mayor:

1. The health officer verifying that the applicant complies with all applicable local health requirements and drinking water and wastewater requirements;
 2. The building official verifying that the applicant complies with all applicable state building codes and local building ordinances;
 3. The zoning officer verifying that the applicant complies with all applicable local zoning ordinances; and
 4. The fire chief verifying that the applicant complies with the state fire code, including the health care chapter of NFPA 101 as adopted by the department of safety, and local fire ordinances applicable for a health care facility; and
- b. For a building under construction, the written approvals required by a. above shall be submitted at the end of construction based on the local official's review of the building plans and their final on site inspection of the construction project;
- (8) If required under RSA 151-C, a copy of a valid certificate of need issued by the health services planning and review board or a written notice from the health services planning and review board that a certificate of need is not required;
- (9) If the nursing home uses a private water supply, documentation that the water supply has been tested in accordance with RSA 485 and Env-Dw 700, or, if a public water supply is used, a copy of a water bill; and
- (10) The results of a criminal records check from the NH department of safety for the applicant and the administrator, as applicable.

(b) The applicant shall mail or hand-deliver the documents to:

Department of Health and Human Services

Health Facilities Administration

129 Pleasant Street

Concord, NH 03301

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