

## **80018 Application for License**

### **(a)**

Any adult, firm, partnership, association, corporation, county, city, public agency or other governmental entity desiring to obtain a license shall file with the licensing agency a verified application on forms furnished by the licensing agency.

### **(b)**

Prior to filing an application, the applicant shall attend an orientation designed for the specific facility type and provided by the licensing agency. (1) The orientation shall cover, but not be limited to, the following areas: (A) Completion of the application for license. (B) Scope of operation subject to regulation by the department. (2) An applicant, who is already licensed for a facility in the same category, shall not be required to attend an orientation if the last orientation attended was for the same facility type and within two (2) years of the next scheduled orientation. (3) An applicant applying for more than one facility license, in the same facility type, shall be required to attend only one orientation.

### **(1)**

The orientation shall cover, but not be limited to, the following areas: (A) Completion of the application for license. (B) Scope of operation subject to regulation by the department.

### **(A)**

Completion of the application for license.

**(B)**

Scope of operation subject to regulation by the department.

**(2)**

An applicant, who is already licensed for a facility in the same category, shall not be required to attend an orientation if the last orientation attended was for the same facility type and within two (2) years of the next scheduled orientation.

**(3)**

An applicant applying for more than one facility license, in the same facility type, shall be required to attend only one orientation.

**(c)**

The applicant/licensee shall cooperate with the licensing agency in providing verification and/or documentation as requested by the licensing agency.

**(d)**

The application and supporting documents shall contain the following: (1) Name or proposed name and address of facility. (2) Name, and residence and mailing addresses of applicant. (A) If the applicant is a partnership, the name, and principal business address of each partner. (B) If the applicant is a corporation or association, the name, title and principal business address of each officer, executive director and member of the governing board. (C) If the applicant is a corporation which issues stock, the name and address of each person owning more than 10 percent of stock in such corporation. (D) If the applicant is a corporation or association, a copy of the articles of incorporation, constitution and by-laws. (E) If the applicant is a corporation, each member of the board of directors, executive director, and any officer shall list the name of facilities which they have been licensed to operate, employed by or a member of the board of the directors, executive director or an officer. (3) Name and address of owner of

facility premises if applicant is leasing or renting. (4) Procedures as required pursuant to Section 1524.5 of the Health and Safety Code. (5) The category of facility to be operated. (6) Maximum number of persons to be served. (7) Age range, sex and the categories of persons to be served, including but not limited to persons with developmental disabilities, mental disorders, physically handicapped and/or nonambulatory persons. (8) Hours or periods of facility operation. (9) Name of administrator, if applicable. (10) Information required by Health and Safety Code Section 1520(d). (11) Information required by Health and Safety Code Section 1520(e). (12) Name, address and telephone number of the city or county fire department, the district providing fire protection services, or the State Fire Marshal's Office having jurisdiction in the area where the facility is located. (13) A plan of operation as specified in Section 80022. (14) Fingerprint cards as specified in Section 80019. (15) Information required by Health and Safety Code Section 1522.1. (16) The bonding affidavit specified in Section 80025(a). (17) A health screening report on the applicant as specified in Section 80065(g). (18) The fee for processing the application by the requested capacity as specified in Section 80036. (19) Such other information as may be required pursuant to Section 1520(g) of the Health and Safety Code.

**(1)**

Name or proposed name and address of facility.

**(2)**

Name, and residence and mailing addresses of applicant. (A) If the applicant is a partnership, the name, and principal business address of each partner. (B) If the applicant is a corporation or association, the name, title and principal business address of each officer, executive director and member of the governing board. (C) If the applicant is a corporation which issues stock, the name and address of each person

owning more than 10 percent of stock in such corporation. (D) If the applicant is a corporation or association, a copy of the articles of incorporation, constitution and by-laws. (E) If the applicant is a corporation, each member of the board of directors, executive director, and any officer shall list the name of facilities which they have been licensed to operate, employed by or a member of the board of the directors, executive director or an officer.

**(A)**

If the applicant is a partnership, the name, and principal business address of each partner.

**(B)**

If the applicant is a corporation or association, the name, title and principal business address of each officer, executive director and member of the governing board.

**(C)**

If the applicant is a corporation which issues stock, the name and address of each person owning more than 10 percent of stock in such corporation.

**(D)**

If the applicant is a corporation or association, a copy of the articles of incorporation, constitution and by-laws.

**(E)**

If the applicant is a corporation, each member of the board of directors, executive director, and any officer shall list the name of facilities which they have been licensed to operate, employed by or a member of the board of the directors, executive director or an officer.

**(3)**

Name and address of owner of facility premises if applicant is leasing or renting.

**(4)**

Procedures as required pursuant to Section 1524.5 of the Health and Safety Code.

**(5)**

The category of facility to be operated.

**(6)**

Maximum number of persons to be served.

**(7)**

Age range, sex and the categories of persons to be served, including but not limited to persons with developmental disabilities, mental disorders, physically handicapped and/or nonambulatory persons.

**(8)**

Hours or periods of facility operation.

**(9)**

Name of administrator, if applicable.

**(10)**

Information required by Health and Safety Code Section 1520(d).

**(11)**

Information required by Health and Safety Code Section 1520(e).

**(12)**

Name, address and telephone number of the city or county fire department, the district providing fire protection services, or the State Fire Marshal's Office having jurisdiction in the area where the facility is located.

**(13)**

A plan of operation as specified in Section 80022.

**(14)**

Fingerprint cards as specified in Section 80019.

**(15)**

Information required by Health and Safety Code Section 1522.1.

**(16)**

The bonding affidavit specified in Section 80025(a).

**(17)**

A health screening report on the applicant as specified in Section 80065(g).

**(18)**

The fee for processing the application by the requested capacity as specified in Section 80036.

**(19)**

Such other information as may be required pursuant to Section 1520(g) of the Health and Safety Code.

**(e)**

The application shall be signed by the applicant. (1) If the applicant is a partnership, the application shall be signed by each partner. (2) If the applicant is a firm, association, corporation, county, city, public agency or other governmental entity, the application shall be signed by the chief executive officer or authorized representative.

**(1)**

If the applicant is a partnership, the application shall be signed by each partner.

**(2)**

If the applicant is a firm, association, corporation, county, city, public agency or other governmental entity, the application shall be signed by the chief executive officer or authorized representative.

**(f)**

The application shall be filed with the licensing agency which serves the geographical area in which the facility is located.