



## Health Standards ICF/IID Licensing Renewal Checklist

- ☐ 1. license renewal application completed accurately and in full
- ☐ 2. copy of current OSFM onsite inspection report or 2567
- ☐ 3. copy of current OPH onsite Institution Report
- ☐ 4. non-refundable renewal fee (**has posted by lic exp date**)
- ☐ 5. An original signature on the attestation statement page 3

### NOTE:

#### *§8505. Licensing Requirements*

#### *§8515. Renewal of License*

A. *License Renewal Application. The ICF/DD provider shall submit a completed license renewal application packet to the department at least 30 days prior to the expiration of the existing current license. The license renewal application packet shall include:*

- 1. The license renewal application;*
- 2. A copy of the current on-site inspection with approval for occupancy from the Office of the State Fire Marshal;*
- 3. A copy of the current on-site institution report with approval of occupancy from the Office of Public Health;*
- 4. The non-refundable license renewal fee; and*
- 5. Any other documentation required by the department.*

### NOTES / COMMENTS:

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