

**HOSPITAL AND RESIDENTIAL APPLICATION PROCESS  
FOR NEW OWNER OF A CURRENTLY LICENSED FACILITY**

According to RSA 151:2 (the Residential Care and Health Facilities Law) a facility or agency may not provide any residential or health care services until a valid license is obtained.

Plans must be submitted to Health Facilities Administration for approval prior to commencing work on construction or structural modifications.

1. Obtain application and local approval form.
2. Obtain determination as to whether or not a Certificate of Need is required:

Health Services Planning and Review  
6 Hazen Drive  
Concord, New Hampshire 03301 (603) 271-4606

The following facilities do not have to obtain this determination:

Assisted Living	Residential Care Home
Supported Residential Care	Residential Treatment and Rehabilitation Facility
Acute Psychiatric Rehab. Neuro -RTRF	Hospice House
Laboratory Services	Collecting Station
Home Health Care	Hospice
Birthing Center	End stage Renal Disease Dialysis Center
Community Residence	ICF/DD
Educational Health Center	Outpatient Clinic
Homemaker	Adult Day Care
Case Management	
Health Promotion, Disease Prevention and Screening Clinic	

UNLESS-you are affiliated with or have an ownership/relationship with any of the following:

Ambulatory Surgical Center  
General Hospital  
Nursing Facility  
Hospice -Supported Residential Care Facility  
Special Hospital -Substance Abuse  
Special Hospital -Psychiatric  
Special Hospital -Rehabilitation  
Freestanding Hospital Emergency Facility

3. Complete all sections of the application.
4. Have local health, building, zoning and fire officers sign approval form. (Zoning officer approval is not necessary for Community Residences.) Date of signatures no more than 30 days prior to submission of application.
5. Determine application fee.
6. Submit #2,3,4 and 5 to Health Facilities Administration, 129 Pleasant Street, Concord NH 03301.

7. Submit qualification, including education, experience and copies of applicable licenses with the application for:
  - a. Administrator .
  - b. Medical Director (if applicable).
8. For new owner of a currently licensed facility, a statement from the holder of the current license acknowledging the application must be attached.
9. Additional Requirements:

If applying for a 4 or more bed Community Residence, please submit both an application for licensure and an application for certification.

If applying for a Home Health Care Provider, Case Management, Equipment Management Organization, Homemaker or Home Health Hospice license, submit:

  - a. Copy of the authority to do business in New Hampshire from the Secretary of State.
  - b. Article of Incorporation or Partnership.
  - c. If applying for a Branch office (see He-P 801.08(h)), submit the information required by He- P 801.02(d)(5).
10. Within 60 days of receipt of the application you will be notified if your application is complete.
  - a. If the application is not complete, you will be informed of what is in error.
  - b. The incomplete application will be returned. When you have corrected the errors or omissions, resubmit the entire application package.
11. Once Health Facilities Administration has received the complete application package, Health Facilities will determine if the facility is in "good standing" and if any of the services to be provided have changed.
12. If the facility is in good standing and there is no change in the service to be provided, you will be contacted to establish a date of sale.
  - a. Once documentation of the sale is received a license and certificate will be issued. b. The license will be for the remainder of the licensure year for the previous owner.
13. If the facility is not in good standing, inspections will occur to determine compliance with RSA 151 He-P 801 and the appropriate regulations.
  - a. If you were in full compliance with all inspection requirements, a license will be issued.
  - b. If any deficiencies were identified, your licensing request will be denied.
14. Within 120 days of receipt of an acceptable application, a decision regarding issuance or denial of your license will be made.
15. If your licensure request is denied, you will have the right to appeal the decision.
16. If you are found to be providing health care services without a license as required by RSA 141:2, a Cease and Desist order will be issued. Legal action including assessing fines may be taken.