

**LICENSURE APPLICATION  
for  
NURSING HOME**

**REGULATION 61-17**

**Return all documentation to:**

Email address (preferred method):

[NCF@dhec.sc.gov](mailto:NCF@dhec.sc.gov)

OR

Mailing address:

**Bureau of Health Facilities Licensing  
2600 Bull Street  
Columbia, SC 29201**

For additional questions, contact us at: 803-545-4370.

## INSTRUCTIONS FOR COMPLETING THE APPLICATION

**NOTICE:** Your license must be renewed prior to the expiration date. The current licensee is responsible for renewal of the license prior to the expiration date regardless of any changes or pending approvals (i.e., ownership changes or capacity increases/decreases) from the Department that are in progress at the time the license is due for renewal.

Application must be complete and legible. Any missing information may result in delays in processing this application. Any section that requires additional space or documentation shall be included as an attachment in the 8.5" x 11" format and be labeled to identify the appropriate section. Proof of payment is required for all applications submitted.

### Reason for the Application

- Initial: Check this box only if this is the first time you are applying for a license with the Department. DO NOT check this box if this is a change of ownership for an existing licensed facility.
- Renewal: Check this box only if you are renewing your license. Enter the license number and expiration date. The name of the facility must appear exactly as it did the prior year.
- Amended License Request: Check this box if you are applying for a change that will alter the information on the face of your license; then, ensure that you ONLY complete Parts C & D.

### Part A: Facility Information

- Facility Information: Please complete the applicant information for the facility.
- Certified Food Protection Manager: Please complete each field and submit copy of certificate.
- Contact Person and Corresponding Mailing Address: All correspondence coming from the Bureau of Health Facilities Licensing will be sent to this person and address.
- Qualified Administrator: Please complete each field and submit a copy of qualifications.

### Part B: Operation/Ownership Disclosure

- Licensee Information: Name of the person(s) or entity to be licensed to operate the facility at the site indicated in Part A.
- Indicate the ownership type: Choose one type per category.
- Complete the requested information:
  - For partnerships, you must provide the name of each partner;
  - For limited liability company (LLC), you must provide the names of members, attach a list with the names and address of the members of the limited liability company;
  - For a corporation, you must provide the name and title of each corporate officer.
- If this is an LLC or Corporation list all persons/entities who have ownership interest in the entity applying for licensure.

### Part C: Licensure Changes

- For Facility Name or Address changes, complete Section 1.
- For Ownership changes, complete Section 2.
- For changes in Capacity, complete Section 3.

### Part D: Verification

- The application shall be signed by the following:
  - If an individual partnership, **the owner(s)**
  - If a corporation, **two** of its **officers** if a corporation
  - If governmental unit, the **head of the governmental department** having jurisdiction
- You must have this page notarized.



**Application for Nursing Home  
Regulation 61-17**

Reason for Application		
<input type="checkbox"/> Initial	<input type="checkbox"/> Renewal	Change Request <i>(Complete Part C and D)</i>
License Number:	Expiration Date:	

**Part A. Facility Information**

Facility Name:			
Physical Address:			
City:	State:	Zip:	County:
Telephone Number:	Fax Number:	Emergency Number:	

**Number of beds to be licensed**

Number of Nursing Home Beds:	Number of Institutional Nursing Home Beds:
Does the facility provide or offer Alzheimer special care services? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, how many patients have been diagnosed with Alzheimer by a physician?
Does the facility have a designated area or Alzheimer Special Care Unit? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, how many licensed beds are in the area or unit?
	What is the name of the area or unit?

**Buildings on Campus**

In how many buildings are patient/resident rooms located?	
Name of building:	Number of Beds:
Name of building:	Number of beds:

**Contact Person and Correspondence Mailing Address:**  
*(Name of person who can make licensure/operation decisions about facility and address where you want to receive ALL correspondence, including the license, from the Bureau of Health Facilities Licensing.)*

Name:	Title:	
Address:		
City:	State:	Zip:
Telephone:		
Primary Email:		

**Qualified Administrator: (INITIAL APPLICATIONS MUST provide a copy of qualifications)**

Name:	
Address:	
Telephone Number:	Fax:
Email Address:	

**Food Service Areas**

Number of Kitchens:	Number of kitchenettes:
Is food prepared by a caterer? <input type="checkbox"/> YES <input type="checkbox"/> NO (if yes, please attach a copy of the catering contract)	

**Certified Food Protection Manager: (INITIAL APPLICATIONS ONLY must attach a copy of certification)**

Name:	
Certificate Date:	Expiration Date:
Course Taken:	Institution:

**Part B. Operation and Ownership Disclosure**

Licensee Information: *(name of the person(s) or legal entity licensed to operate the business at that site as indicated in Part A)*  
**\*This can be found on your current license OR your documentation from the Secretary of State.**

Licensee Name:

Mailing Address:

City:

State:

Zip:

Telephone Number:

Fax Number:

Name of Presiding Officer of the Registered Organization's Governing Body:

**Ownership Type**

Sole Proprietorship

Corporation

Other:

Partnership

Limited Liability (LLC)\*

Limited Partnership

Government

Licensee or Owner Documents Required

1. Secretary of State documentation, if applicable  Attached  N/A
2. If the licensee is a corporation or partnership, attach a list identifying all officers.  Attached  N/A
3. If the licensee or owner is a corporation or partnership, attach a list with the name, address and percentage of all owners that possess 5% or more ownership of the company or partnership.  Attached  N/A
4. If any person or other legal entity can claim liabilities of the licensee or of the facility or service for which this license is requested, attach a list identifying the name, address, percent and type of claim.  Attached  N/A

<b>Part C: ONLY COMPLETE THIS SECTION FOR LICENSURE CHANGES</b>			
<input type="checkbox"/> Change of Facility Name and/or Location (Complete Section 1)	<input type="checkbox"/> Change of Licensee/Ownership (Complete Section 2)	<input type="checkbox"/> Change of Capacity (Complete Section 3)	
<b>Section 1 (FACILITY INFORMATION)</b>			
<i>PRIOR TO CHANGE</i>			
<b>Current</b> License Number:			
<b>Current</b> Facility Name:			
<b>Current</b> Facility Address:			
City:	State:	Zip:	County:
Facility Telephone Number:		Fax Number:	
<i>AFTER CHANGE</i>			
<b>New</b> Facility Name:			
<b>New</b> Facility Address:			
City:	State:	Zip:	County:
New Facility Telephone Number:		Fax Number:	
<b>Section 2 (LEGAL IDENTITY OF OWNERSHIP)</b>			
<i>Application must be completed by new owner, as licenses are not transferable.</i>			
<i>PRIOR TO CHANGE</i>			
Name of Current Owner:		License Number:	
Address of Current Owner:			
City:	State:	Zip:	County:
Telephone Number of Current Owner:			
Signature of current owner:		Date:	
<i>AFTER CHANGE</i>			
Name of New Owner:			
Address of New Owner:			
City:	State:	Zip:	County:
Telephone Number of New Owner:			
Signature of new owner:		Date:	
<b>Section 3 (CHANGE IN LICENSED UNITS)</b>			
License Number:			
Facility Name:			
Facility Address:			
City:	Zip:	State:	County:
Facility Telephone Number:		Fax Number:	
<input type="checkbox"/> <b>Increase</b>		<input type="checkbox"/> <b>Decrease</b>	
Number of Licensed Beds:	From:	To:	

**Part D: Verification**

The application shall be signed by the following:

- If an individual, the **owner(s)**
- If a limited liability company, the **head of the limited liability company**
- If a corporation, **two** of its **officers**
- If governmental unit, the **head of the governmental department** having jurisdiction

**To obtain a license to operate a nursing home facility the person, or persons, required to sign the application for licensure must undergo a state and national fingerprint-based criminal records check. (See SC Code SECTION 44-7-264 (A)).**

I, the undersigned, being duly sworn on my oath, depose and say that I have read the foregoing application (and attachments) and know the contents thereof; that the statements contained are correct and true to the best of my knowledge and belief. Furthermore, I understand that I must comply with the standards set forth in South Carolina Regulation 61-17. I understand that non-compliance with these standards may result in the Department pursuing enforcement actions as provided in Regulation 61-17.

Signature:
Print Name:
Date:

Signature:
Print Name:
Date:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(Month) (Year)

**NOTARY  
PUBLIC** \_\_\_\_\_

My commission expires \_\_\_\_\_

**NOTARY SEAL**