

**LICENSURE APPLICATION**  
**for**  
**RESIDENTIAL TREATMENT FACILITY FOR**  
**CHILDREN AND ADOLESCENTS**

**REGULATION 61-103**

**Return the completed application to:**

Email address (preferred method):

RTF@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 service/facility.
- Renewal: Check this box only if you are renewing your license. Enter the license number and expiration date. The name of the service/activity 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 complete Part D.

### Part A: Facility Information

- Facility Information-Please complete the applicant information for the facility.
- 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.
- Certified Food Protection Manager: Please complete each field and submit copy of certificate. Complete this for initial applications only.

### Part B: Operation and 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 Name or Address changes, complete Section 1.
- For Ownership changes, complete Section 2.
- For changes in licensed bed 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
- This page needs to be notarized.



## Residential Treatment Facility Regulation 61-103

### Reason for Application

<input type="checkbox"/> Initial	<input type="checkbox"/> Renewal License Number: _____	<input type="checkbox"/> Change Request Expiration Date: _____ <i>(Complete Part C and D)</i>
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### Part A. Location Information

Facility Name:			
Physical Address:			
City:	State:	Zip:	County:
Telephone Number: ( )		Fax Number: ( )	
Number of beds:			
Educational Program provided by:	<input type="checkbox"/> School District:	<input type="checkbox"/> Other: (please specify)	
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:	Telephone Number: ( )	
City:	State:	Zip:
Primary Email:		

### Qualified Administrator

*Must provide a copy of qualifications according to Section 502.B of Regulation 61-103*

Name:		
Address:		
City:	State:	Zip:
Telephone Number: ( )		Fax: ( )
Email Address:		

### INITIAL APPLICATIONS ONLY: Food Service Areas (if applicable)

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)	

### INITIAL APPLICATIONS ONLY: Certified Food Protection Manager

*(Must provide 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: (Name of Organization as Registered with the SC Secretary of State or, Name of Individual(s) if this is a Sole-proprietorship or Partner Agreement)

Mailing Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

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

**Ownership Type**

- Sole Proprietorship
- Partnership
- Limited Partnership
- Corporation\*
- Limited Liability Company (LLC)\*
- Government
- Other: \_\_\_\_\_

**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

**Part C: ONLY COMPLETE THIS SECTION FOR LICENSURE CHANGES**

<input type="checkbox"/> Change of Facility Name and/or Location (Complete Section 1)	<input type="checkbox"/> Change of Ownership (Complete Section 2)	<input type="checkbox"/> Change of licensed bed capacity (Complete Section 3)
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**Section 1 (FACILITY INFORMATION)***PRIOR TO CHANGE***Current** License Number:**Current** Facility Name:**Current** Facility Address:

City:	State:	Zip:	County:
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Facility Telephone Number: ( )	Fax Number: ( )
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*AFTER CHANGE***New** Facility Name:**New** Facility Address

City:	State:	Zip:	County:
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New Facility Telephone Number: ( )	Fax Number: ( )
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**Section 2 (LEGAL IDENTITY OF OWNERSHIP)***Application must be completed by new owner, as licenses are not transferable.**PRIOR TO CHANGE*

Name of Current Owner:

Address of Current Owner:

City:	State:	Zip:
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Telephone Number of Current Owner: ( )

Signature of current owner:	Date:
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*AFTER CHANGE*

Name of New Owner:

Address of New Owner:

City:	State:	Zip:
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Telephone Number of New Owner: ( )

Signature of new owner:	Date:
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**Section 3 (Change in Licensed Units)**

License Number:

Facility Name:

Facility Address:

City:	State:	Zip:
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Facility Telephone Number:	Fax Number:
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<input type="checkbox"/> <b>Increase</b>	<input type="checkbox"/> <b>Decrease</b>
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Number of Licensed Beds:	From:	To:
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**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

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 61-103. I understand that non-compliance with these standards may result in the Department pursuing enforcement actions as provided in Regulation 61-103.

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