

Change of Address Checklist

*****YOU MUST TURN IN YOUR LICENSE FOR THE PREVIOUS LOCATION*****

Providers licensed by Health Standards Section (HSS) must notify the department of a change of address. All providers having a change of address shall submit a Letter of Intent with the date that the change of address will be effective.

- Facility Need Review (FNR) Approval confirmation
- Letter of Intent
- Application, mark “Other” and indicate “Change of Address (list the new address on the application)
- OSFM Plan Review w/DH Project number
- OSFM Inspection
- Cautionary Codes from Plan Review
- Attestation for Compliance from addressing the above Cautionary Codes (print this from the BHS website)
- OPH Inspection report
- Floor plan w/dimensions
- Rental/Lease Agreement of Proof of Ownership
- \$600.00 License Fee

Relocating with change the license number and expiration date of your license; this prevents The Provider from paying a relocation fee and renewal fee in the same year.

The new location must be approved by Health Standards Section and new license issued before services can be provided at the new location. Upon approval, your license will be mailed out to you.