



## **DEPARTMENT OF HEALTH**

# **HEALTH REGULATION & LICENSING ADMINISTRATION**

## **PROCEDURES TO OBTAIN A LICENSE TO OPERATE A**

## **COMMUNITY RESIDENCE FACILITY**

**Revised 2017**



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Department of Health



Health Regulation & Licensing Administration

Dear Applicant:

Thank you for your interest in joining a provider community dedicated to offering quality services to residents within the District of Columbia. This brochure provides a step-by-step guide for opening a Community Residence Facility (CRF) in the District of Columbia. The process requires a coordinated effort between the DC Fire and Emergency Services, and this office. Each office implements its mandated regulatory and oversight functions. We look forward to a long and lasting working relationship; and if you require any further assistance with this process, please contact Ericka L. Walker, Supervisory Health Services Program Specialist, Intermediate Care Facilities Division on (202) 724-8800.

Sincerely,

*Sharon H. Mebane*

Sharon H. Mebane  
Program Manager  
Intermediate Care Facilities Division

**An applicant must complete steps 1 through 13 to obtain a license to operate  
a Community Residence Facility  
(Title 22B, DC Municipal Regulations, Chapter 34)**

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**Step 1:** Make application for a Certificate of Occupancy (C of O) at the location listed below (Facilities with 7 or more residents):

**Department of Consumer and Regulatory Affairs  
1100 4<sup>th</sup> Street, SW  
Washington, DC 20024  
Phone: (202) 442-4400  
Email: [dcra@dc.gov](mailto:dcra@dc.gov)**

*Note: The C of O must be issued in the name of the perspective operator.*

**Step 2:** Obtain an application form for a Community Residence Facility by calling or visiting the location listed below:

**Department of Health  
Health Regulation & Licensing Administration  
899 North Capitol Street, NE  
2nd Floor  
Phone: (202) 724-8800  
Email: [doh@dc.gov](mailto:doh@dc.gov)**

You may also visit our website at [www.doh.dc.gov](http://www.doh.dc.gov) and/or  
<http://hrla.doh.dc.gov/hrla/cwp/view,a,1384,q,573800,hrlaNav,%7C33257%7C.asp>

**Step 3:** Contact the Fire Marshal's office to arrange for Community Residence Facility licensure inspection

**Office of the Fire Marshal  
1100 4th Street SW  
Washington DC 20024  
Phone: (202) 727-1614  
Email: [info.fems@dc.gov](mailto:info.fems@dc.gov)**

**Step 4:** Submit a completed licensure application package to the mailing address listed in Step 2.

**The required items include:**

- Copy of *C of O, if applicable*
- Completed notarized application
- License Fee (*check or money order made payable to DC Treasurer*)
- Clean Hand Act Certification Form
- Insurance Verification Form (*Applicants are encouraged to have insurance agencies forward the form directly to the licensure agency – mailing address listed in Step 2 above or by fax at (202) 442-9430*)
- Original Certificate of Good Standing, **if applicable** (*The Certificate can be obtained from the DCRA, Office of Corporations, mailing address listed in Step 1*)
- Policies and Procedures

**Step 5:** **Initial licensure inspection:** The group home applicant must submit an approved fire inspection prior to an initial licensure survey.

**Step 6:** The applicant will be notified of the date and time of the initial licensure inspection by the Intermediate Care Facilities Division.

**Step 7:** If deficiencies are identified during the initial licensure inspection, a Statement of Deficiencies report will be prepared and forwarded to the applicant within 10 days of the survey's completion.

**Step 8:** The applicant is required to submit a written Plan of Correction, within 10 business days of the date the Statement of Deficiencies was received.

**Step 9:** Surveyors may conduct a follow-up visit upon receipt of an acceptable Plan of Correction to verify the abatement of deficiencies.

**Step 10:** If an applicant fails to submit a Plan of Correction, or fails to correct the deficiencies within 30 days, the application will be denied. If an application is denied, an applicant must reapply.

**Step 11:** If the application is approved, the Intermediate Care Facilities Division shall issue an initial 90-day provisional license, that allows the admission of residents.

***Step 12:*** Prior to the expiration of the 90 day provisional license, surveyors will conduct an unannounced onsite visit to verify continued compliance.

***Step 13:*** If the facility is in full or substantial compliance with the requirements, a regular license for one (1) year will be issued.