DEPARTMENT OF HEALTH

HEALTH REGULATION & LICENSING ADMINISTRATION

PROCEDURES TO OBTAIN A LICENSE TO OPERATE A COMMUNITY RESIDENCE FACILITY

Revised 2021
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: 

Caryn Stringfield, MPH, RN, Supervisory Nurse Consultant, Intermediate Care Facilities Division at (202) 724-8800.

Sincerely,

Veronica Longstreth MSN, RN

Veronica Longstreth MSN, RN
Associate Director
Office of Health Facilities
Health Regulation and Licensing Administration
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)

**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 4th Street, SW  
Washington, DC 20024  
Phone: (202) 442-4400  
Email: dera@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

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](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
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.