



**SUMMARY OF CHAPTER II AND/OR CHAPTER VII  
FEES AND NOTIFICATION REQUIREMENTS  
Assisted Living Residences**

**NOTE:** The chart provided below is to assist you with licensing issues, but is in no way intended to be a complete explanation of all license fees and/or requirements. It is the applicant's responsibility to be informed of all provisions of Chapter II (6 CCR 1011-1 - General Licensure Standards) and Chapter VII (6 CCR 1011-1 - Assisted Living Residences). Both chapters can be viewed in their entirety at <http://www.healthfacilities.info> (Regulations).

ITEM	FEE	REQUIREMENT
<b>Initial License Application</b> (Chapter II §2.4 and Chapter VII §103(2)(c))	3 – 8 beds: \$5,000 fee 9 or more beds: \$6,000 fee	Notify the Department by submitting a Letter of Intent (LOI) and an application will be mailed to you. Complete application forms, attachments and fees must be submitted at least <b>90 calendar days</b> before the anticipated start-up date.
<b>Submission of Renewal Application</b>  (Chapter II §2.6.1 and Chapter VII §103(2)(d))	\$150 application fee plus \$30 per licensed bed  If CDPHE has designated the facility as a high Medicaid utilization facility: \$150 application fee plus \$15 per licensed bed	Must submit renewal application, attachments and fees <b>60 calendar days</b> prior to license expiration
<b>Late Fee charged</b> (Chapter II §2.6.2)	Equal to the applicable renewal fee	Assessed if renewal application is not submitted <b>30 calendar days</b> prior to license expiration
<b>Performance Incentive Payment</b> (Chapter II §2.14)	Refund paid to the provider, calculated at 10% of applicable renewal fee	Eligibility determined if the Department's onsite relicensure inspection demonstrates that applicant has no deficiencies that have, or have the potential to, negatively affect its consumers
<b>Application Corrections Requested by CDPHE</b> (Chapter II §2.6.4)		Applicant must respond within <b>14 calendar days</b> to any written notice of application defect. Failure of the applicant to accurately answer or report any of the information requested by the Department shall be considered good cause to deny the license renewal application
<b>Conditional License</b> (Chapter II §2.9.4, §2.9.5 and §2.13)	\$1,500 fee in addition to applicable initial or renewal fee. \$1,500 fee if imposed during existing license term	<ul style="list-style-type: none"> <li>• Must immediately comply with conditions</li> <li>• License conditions must be posted in a conspicuous public place in the facility</li> </ul>
<b>Provisional License</b> (Chapter II §2.5; §2.13 and Chapter VII §103(2)(e))	\$1,000 fee per provisional period. Payment of the initial license fee is required upon issuance of a regular license	<ul style="list-style-type: none"> <li>• Must immediately comply with conditions</li> <li>• License conditions must be posted in a conspicuous public place in the facility</li> </ul>
<b>Change of Ownership</b> (Chapter II §2.7 and Chapter VII §103(2)(f)(i)(F))	\$5,000 fee (if the same purchaser buys more than one facility from the same seller in a single business transaction, the change of ownership fee shall be \$5,000 for the first facility and \$2,800 for each additional facility included in the transaction. The appropriate fee total shall be submitted with the application)	Notify the Department by submitting a Letter of Intent (LOI) and an application form will be mailed to you. Application must be submitted at least <b>30 calendar days</b> before the change of ownership. Requires prior approval by the Department. A new license will be issued.

<b>Increase in Licensed Capacity*</b> (Chapter II §2.10.6; §2.13 and Chapter VII §103(2)(f)(i)(C))	\$360 fee	Notify the Department by submitting a Letter of Intent (LOI) and an application form will be mailed to you. Application must be submitted at least <b>30 calendar days</b> before the increase. An amended license will be issued.
<b>Decrease in Licensed Capacity</b> (Chapter II §2.10.6 and §2.13)	\$360 fee	Notify the Department by submitting a Letter of Intent (LOI) and an application form will be mailed to you. Application must be submitted at least <b>30 calendar days</b> before the decrease. An amended license will be issued.
<b>Changes to Management Company or Management Agreement</b> (Chapter II §2.10.6)		Notify the Department by submitting a Letter of Intent (LOI) and an application form will be mailed to you. Application must be submitted at least <b>30 calendar days</b> before the change. Requires prior approval by the Department.
<b>Change in License Category or Classification</b> (Chapter II §2.10.6)	Applicable initial fee for specific license category.	Notify the Department by submitting a Letter of Intent (LOI) and an application form will be mailed to you. Application must be submitted at least <b>30 calendar days</b> before the change. Requires prior approval by the Department.
<b>Change of Name</b> (Chapter II §2.3.6, 2.10.6; §2.13 and Chapter VII §103(2)(f)(i)(B))	\$75 fee	Notify the Department by submitting a Letter of Intent (LOI) and an application form will be mailed to you. Application must be submitted at least <b>30 calendar days</b> before the change. If the Department determines that the proposed name would create confusion or misrepresentation to the public regarding the services to be provided, it may disapprove such name. Upon approval, an amended license will be issued.
<b>Change of Address*</b> (Chapter VII §103(2)(f)(i)(A))	\$75 fee (a corporate change of address for multiple facilities shall be considered one change of address)	Notify the Department by submitting a Letter of Intent (LOI) and an application form will be mailed to you. An amended license will be issued.
<b>Changes to Required Information in Last Submitted License Application</b> (Chapter II §2.10.6)		Except for operational changes that require approval from the Department, applicant must submit written notice as soon as practicable, but no later than <b>30 calendar days</b> after the change becomes effective
<b>Change of Administrator</b> (Chapter VII §103(2)(f)(i)(D))	\$500 fee	Notify the department by submitting Letter of Intent (LOI). An application form will be mailed to you. Requires notification at least <b>30 calendar days</b> before the change
<b>New Secured Unit*</b> (Chapter VII §103(2)(f)(i)(E))	\$1,600 fee (paid with the first submission of the applicable building plans)	Notify the department by submitting Letter of Intent (LOI). An application form will be mailed to you. Requires notification at least <b>30 calendar days</b> before the change.
<b>*Certificate of Compliance Required from the Division of Fire Prevention and Control</b>	Effective July 1, 2013, per House Bill 12-1268, the functions of the Life Safety Code section of the Colorado Department of Public Health and Environment (CDPHE) transfer to the Division of Fire Prevention and Control within the Department of Public Safety. HFEMSD will not issue a license unless it has received a certificate of compliance from DFPC certifying that the building or structure of the health facility conforms to DFPC standards.  All inquiries related to LSC issues, including the process for obtaining a certificate of compliance, should be made to (303) 239-4600 or by visiting the DFPC website @ <a href="http://www.dfs.state.co.us">http://www.dfs.state.co.us</a> .	