

SEQUENCE OF EVENTS FOR LICENSING FREESTANDING OR MOBILE TECHNOLOGY

1. Before applying for licensing, obtain a copy of Regulation 61-108 from the Department. A copy of the regulation is available on our website at <http://www.scdhec.gov/health/hrreg.htm>. A hard copy of the regulation is available through the Division of Health Licensing for a \$10.00 fee. Payment must be by personal check or money order to DHEC (no cash or credit cards will be accepted).

2. The items listed below must then be submitted to the Division of Health Licensing, DHEC, 2600 Bull Street, Columbia, SC 29201, at least 30 days prior to the anticipated/projected date of licensure, preferably sooner. This allows an appropriate time period for a thorough review of the submitted documentation and a reasonable time period to request any additional or amended information that may be required.
 - a. Licensing fee (\$600.00);

 - b. Completed application with the following attachments:
 - (1) Proof of ownership/rental/lease agreement;

 - (2) Articles of Incorporation/Partnership agreement;

3. Facilities & Services Office at 803-545-4370 of the Division of Health Licensing will assist you with this process.

4. When you have properly prepared all documents, to include policies and procedures and personnel files, and met all other requirements in the regulation, contact the representative above to arrange for a mutually-agreed-upon date for an initial licensing inspection.

5. When the Department determines that the facility is in substantial compliance with Regulation 61-108, permission to operate will be granted and a license will be issued.

NOTE: If you are an owner of a facility/activity currently licensed/licensed by the Department, the currently-licensed/activity must be in substantial compliance with applicable regulatory standards prior to the Department issuing a license for freestanding or mobile technology.