

Sequence of Events Leading to a Bed Increase Licensed Community Residential Care Facility

Step #1

Your existing facility must be in substantial compliance with Regulation 61-84, Standards for Licensing Community Residential Care Facilities.

Step #2

Obtain a written statement from the appropriate local zoning authority permitting an increased bed capacity at your facility. This statement must address the current number of residents served and the proposed increase in residents to be served. If the zoning authority indicates that there are no zoning restrictions, obtain a written statement from the local authority attesting to this.

Step #3

Complete and submit a [License Application](#) to the Division of Health Licensing, DHEC, 2600 Bull Street, Columbia, South Carolina, 29201, along with the zoning approval letter or exemption statement.

Additionally, you must submit a copy of your revised evacuation plan reflecting the additional/increased beds. This documentation should be received by the Department at least 30 days prior to the anticipated/projected date of bed increase. A representative of the Community Care Oversight Program who will assist you with the ownership change process can be contacted by telephone at (803) 545-4370.

Step #4

- A. If your existing facility is served by a septic tank system and/or well water, you must obtain written approval indicating that your system(s) meet the minimum criteria to handle the increased sewage flow and water demand. This written approval must be requested from the Environmental Health Office at your county health department.
- B. If it is determined that your septic tank system and/or well do not meet the minimum criteria to handle the increased residential load, then approval for such an increase cannot be granted until the system(s) are upgraded in accordance with applicable DHEC permits. Do not proceed with any construction, renovation, or site work until these matters have been resolved.
- C. If you are being served by city water/sewer, you will need written approval from the local authority that the systems meet the criteria to handle the increased sewage flow and water demand.

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- D. If there are any changes in the water supply system, e.g., additional lavatories, toilets, and/or water supply line changes, a written report of bacteriological analysis of water drawn from a facility fixture must be obtained.

Step #5

All facilities requesting a bed increase must obtain written approval of plans from the DHEC Division of Health Facilities Construction. This approval is based upon approval of the facility floor plan, elevations, wall sections, and building specifications. Plan reviews are conducted at the Division of Health Facilities Construction, 1777 St. Julian Place, Columbia, SC, with the owner or their representative and/or architect present. The owner/architect must provide one set of plans and specifications for this review. If you need to obtain additional information regarding building and life safety code requirements or have any questions regarding the procedure or requirements for obtaining written approval of your plans from the Division of Health Facilities Construction, call (803) 545-4370 or make a written request to Division of Health Facilities Construction, DHEC, 2600 Bull Street, Columbia, SC 29201.

Step #6

- A. Copies of the following documents must be submitted to the Division of Health Facilities Construction for their review:
 - 1. Well and septic tank approval from DHEC or city water/sewer approval from local authority;
 - 2. A Certificate of Occupancy from the local building official or appropriate local authority, or a letter from this official stating that this is not applicable;
 - 3. For new construction or changes in existing heat and electrical systems, heating and electrical inspection reports;
 - 4. Report of bacteriological analysis of water, if required;
 - 5. Verification of flame-spread requirements for carpets and other floor finishes, draperies, blinds, wallpaper, paints and wastebaskets in the area added to the facility (see Section 2000, R61-84).
- B. Health Facilities Construction will schedule with you any progress and/or final construction inspections that may be required. Once the requirements noted in Steps 4, 5, and 6 have been satisfied, Health Facilities Construction will issue to the Division of Health Licensing an affidavit of final approval of the bed increase. For the bed increase licensing process to continue, this affidavit must be issued.

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Step #7

Upon receipt of this final construction approval (affidavit), Health Licensing will coordinate with Health Facilities Construction to schedule the inspection for your facility. When this inspection is complete, Health Licensing will contact the administrator and schedule the initial inspection for the increase in beds. You must comply with all requirements resulting from these inspections. Failure to do so will delay and/or prevent the approval of your bed increase. If you have questions regarding these inspections, call either (803) 545-4370 for Health Licensing or for Health Facilities Construction.

Step #8

The intent of the initial licensing bed increase inspection is to determine if the facility and the personnel meet the requirements of R61-84. During the course of this inspection the following will be reviewed:

- A. All furnishings, furniture and equipment to include outside tables and chairs to accommodate the additional residents as a result of the bed increase (Sections 1601, 2207, 2701, 2702, 2704, and 2717);
- B. Facility neatness, cleanliness, and landscaping; all construction debris must have been removed from the facility and grounds (Sections 1310, 1601.B., and 1703);
- C. Tubs and showers, toilets and lavatories (Section 1309, 2403, and 2704);
- D. Staffing/personnel records (Sections 501, 502, 503, 504, and 505);
- E. Written emergency/disaster plan modified to consider the additional beds (Sections 1401 and 1503);
- F. Violations previously cited on past inspections of the facility;
- G. Other pertinent areas of the facility, as determined by the Division of Health Licensing.

At the conclusion of this inspection, a written report will be completed and provided by the inspector. This report will be reviewed with you and will identify the effective date of your bed increase and approved number of licensed beds, or will identify further requirements in order to achieve the bed increase.

If the facility is in substantial compliance with R61-84 and it has been determined that you will be granted the bed increase, Health Licensing will collect the licensing fee at that time for each additional bed licensed. The licensing fee is \$10.00 per bed (or \$75.00 for seven beds or less);

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however, the fee you will be charged will be prorated based upon the months remaining of the 12-month period which began when your current license was last renewed. Method of payment shall be check or money order and payable to DHEC. No cash money will be accepted.

A letter will be sent to you indicating the effective date of the bed increase for the duration of the licensing period. The addition in bed number will be reflected on the license issued to you at the time of renewal.

NO RESIDENTS MAY BE ADMITTED FOR THE PROPOSED ADDITIONAL BEDS UNTIL THE EFFECTIVE DATE OF THE BED INCREASE HAD BEEN ESTABLISHED. ADMISSION OF RESIDENTS EXCEEDING THE LICENSED CAPACITY PRIOR TO LICENSING OF THE ADDITIONAL BEDS BY THE DIVISION OF HEALTH LICENSING IS A VIOLATION OF SECTION 44-7-260 OF THE S.C. CODE OF LAWS AND WILL JEOPARDIZE YOUR EXISTING LICENSE AS WELL AS YOUR BED INCREASE.