

Health Facility License Renewal

Renewal applications are mailed out by bureau staff no later than September 30th of each year.

If you have not received a renewal application by October 15th please contact the Bureau of Health Care Quality and Compliance at 775-687-4475 and one will be sent to you.

The licensee must sign the renewal application, enclose the renewal fee or use the designated electronic payment system, and include copies of all required documents and mail the packet and evidence of electronic payment to:

Bureau of Health Care Quality and Compliance
1550 E. College Parkway, Suite #158
Carson City, Nevada 89706
775-687-4475

Renewal applications will not be reviewed or a license will not be issued unless payment or evidence of such is included with the packet. This may result in a late fee if proper payment is not received by the due date.

IMPORTANT DATES FOR YOU TO REMEMBER

November 15th – all renewal applications must be received by or be postmarked on this date. There is no grace period. If the 15th falls on a Saturday or Sunday, renewal applications will be accepted on the immediately following Monday.

Late Renewals: Nevada Administrative Code (NAC) 449.0116(2) states that an additional charge of an amount equal to one-half the amount of the fee required for the renewal of the license will be applied to renewal applications received after November 15th.

December 31st – If you have not renewed your facility license by 5:00 pm on December 31st, or if your renewal application is incomplete, you must contact our office as soon as possible to submit all required information and fees for an initial license to avoid denial of the renewal application and/or penalties for operating without a license.

HOW TO PAY THE RENEWAL FEE

Fees: All renewal applications must be accompanied by the fee as specified in NAC 449.013 to 449.0168.

Electronic pay: E-pay by electronic check

Mandatory: For renewal fees equal to or in excess of \$10,000

Optional: For renewal fees less than \$10,000

Bounced Checks

If your payment is returned or denied due to insufficient funds, the renewal application is declared to be an incomplete application. If the bureau receives notice before November 15th you will be contacted for payment. The renewal payment must be made in the form of a cashiers check or money order plus \$25 non-sufficient funds fee, and you will not have to pay a late fee.

If the bureau receives notice after November 15th you will be contacted for payment, and you will have to pay a late fee. The renewal payment must be made in the form of a cashiers check or money order and the total fee must include the late fee as designated by NAC 449.0116(2), plus the \$25 non-sufficient funds fee.

REQUIRED DOCUMENTS

- Renewal application – signed attestation on the bottom of the application
- Proper fee and copy of the receipt if paid by electronic check
- Low Income Bed Attestation – Only for Residential Facilities for Groups (AGC) has low income beds and is paying the lower bed fee
- Bed Count Form – Hospitals only
- Installment payment agreement, if desired by the facility.

CHANGES TO A LICENSE DURING THE RENEWAL

The following changes to an application are allowed during the renewal period:

Change of Name (http://health.nv.gov/docs/app_checklist.pdf)

Change of Administrator (<http://health.nv.gov/docs/changeofadministrator.pdf>)

Change of suite number for licensed home health agencies, agencies to provide personal care services in the home or a nursing pool only (http://health.nv.gov/docs/app_checklist.pdf)

A bed decrease (<http://health.nv.gov/docs/bednumberchange.pdf>)

Low income status of beds (<http://health.nv.gov/docs/lowincomebedattestation.pdf>)

The following changes are not allowed to a renewal application, a change of ownership or a change in location. If you need to submit a change of ownership or change of location application, you must follow the initial license application processes.

If you intend to change your name, have a change in administrator, change you suite number, have a bed decrease or intend to declare the low income status of beds, click on the appropriate link for the correct forms. Please ensure you have included all required documents and proper fee when you submit your application.