

APPLICATION DOCUMENTS  
FOR  
ADULT DAY CARE FACILITIES (ADC)  
INITIAL/CHOW APPLICATION

FACILITY NAME \_\_\_\_\_

Supervisor Review	DATE RECEIVED	DOCUMENT	REFERENCE
		<b>APPLICATION FORM</b> (must be NOTORIZED ORIGINAL)	NRS 449.040
		<b>NO FEE AT THIS TIME</b>	NRS 449.050(2)
		<b>BUSINESS LICENSE ZONING APPROVAL</b>	NAC 449.011(4)(e) NRS 449.040(10)
		<b>LEASE AGREEMENT</b> (if applicable)	NAC 449.011(4)(f)
		<b>PARTNERSHIP AGREEMENT</b> (if applicable)	NAC 49.011(4)(a)(4)
		<b>ARTICLES OF INCORPORATION</b> (for corporations only) <b>ARTICLES OF ORGANIZATION</b> (for LLC's only)	NAC 449.011(4)(g)
		<b>GOVERNING BODY BYLAWS</b> (for corporations only) <b>OPERATING AGREEMENT</b> (for LLC's only)	NAC 449.011(4)(g)
		<b>3 YEAR BUSINESS HISTORY</b> (if less than 3 year history, then resume(s) and 3 letters of reference for the applicant(s) including corporate officers)	NAC 449.011(3)
		<b>FINANCIAL STATUS INFORMATION or STATEMENT</b>	NAC 449.011(3)
		<b>RESUME FOR DIRECTOR</b>	NRS 449.0355
		<b>3 LETTERS OF REFERENCE FOR DIRECTOR</b>	NAC 449.011(3)
		<b>MEDICAL LABS ATTESTATION</b>	NRS 652.080
		<b>CERTIFICATE OF OCCUPANCY FROM STATE FIRE MARSHAL</b>	NRS 449.150(1)
		<b>FLOOR PLAN WITH DIMENSIONS</b>	NRS 449.040(7)
		<b>PLAN REVIEW APPLICATION ON FILE</b> (for new construction or remodeling)	NAC 449.4063(3)(a)
		<b>BILL OF SALE</b> (for CHOW only)	NRS 449.040(7)
		<b>ELDER ABUSE, NEGLECT &amp; EXPLOITATION TRAINING</b>	SENATE BILL (SB) 129 - 2011

DATE LAST DOCUMENT RECEIVED \_\_\_\_\_

DATE OF INITIAL MEETING WITH APPLICANT or DATE NOTIFIED CONCERNING MISSING DOCUMENTS \_\_\_\_\_

VIA:  MEETING  FAX  MAIL

I:\LICPOL.DOC\Application Checklists\ADC Checklist 5-14-07.doc