



# Department of Public Health and Human Services

Quality Assurance Division ♦ 2401 Colonial Drive, 2nd Floor ♦ Helena, MT 59602-2953 ♦ fax: 444-1742

Steve Bullock, Governor

Sheila Hogan, Director

Dear Prospective Retirement Home Provider:

This letter is in response to a request for information regarding the procedure to license a Retirement Home. Retirement Home Facilities are not required to be reviewed by the Health Planning Program and therefore do not need a Certificate of Need.

Please submit the following for licensure of the facility:

- A completed License Application indicating the number of desired apartments / rooms for residents, with the appropriate fee. The license application can be obtained at <https://dphhs.mt.gov/Portals/85/qad/documents/LicensureBureau/HealthCareFacilityLicensing/RTH/RTHApplication.pdf>.
- A Certificate of Occupancy issued by the local building codes authority having authority, if issued.
- Report of facility fire inspection. Please refer to the State Fire Marshalls website at <https://dojmt.gov/enforcement/investigations-bureau/fire-prevention/>, and contact the Fire Marshal for your area to determine who will conduct your fire inspection.
- If the facility uses well water, please submit a copy of a Certified Laboratory Report of the well water for potability dated within the past year. Please contact your local County Health Department for assistance.
- If the facility is not on a city sewer system please submit a copy of the local county health department septic system inspection.
- A floor plan of the facility, which can be hand drawn as long as dimensions are included, documenting the size of all rooms and spaces utilized by the residents.
- Please review the rules pertaining to Retirement Homes in Montana. The applicable rules can be viewed at <http://www.mtrules.org/gateway/Subchapterhome.asp>.

Upon submission and approval of **ALL** aforementioned information and documentation for a Retirement Home, this Bureau will issue a six (6) month to 364 day provisional license. You may not accept residents in the facility until you are licensed. A health care facility surveyor will conduct a site visit during the provisional license period to assess facility compliance with the retirement home regulations. This visit is also an opportunity for you and the retirement home staff to obtain any necessary additional clarification on the interpretation of rules or statutes.

You may find additional information and forms on the Internet at: [www.dphhs.mt.gov](http://www.dphhs.mt.gov). If you have further questions or need assistance during the licensure process, you may contact the Licensure Bureau 444-2676.

Sincerely,

Leigh Ann Holmes,  
Licensure Bureau Chief