

APPLICATION DOCUMENTS REQUIRED FOR  
**TRANSITIONAL LIVING FACILITIES (TLF)**  
 INITIAL/CHOW APPLICATION

RETURNED TO HCQC	DOCUMENT	REFERENCE
	<b>APPLICATION FORM</b> (must be NOTORIZED ORIGINAL)	NRS 449.040
	<b>APPLICATION ATTACHMENT TO SELECT LICENSE ENDORSEMENTS</b>	NAC 449.154973
	<b>FEE OF \$3,990.00 + PLUS \$146.00</b>	NAC 449.013
	<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>3 LETTERS OF REFERENCE FOR ADMINISTRATOR</b>	NAC 449.011(3)
	<b>CERTIFICATE OF COMPLIANCE FROM STATE FIRE MARSHALL</b> (**This certificate comes directly from the State Fire Marshall's Office after an inspection request is made by HCQC)	NRS 449.150(1)
	<b>FLOOR PLAN WITH DIMENSIONS</b>	NRS 449.040(7)
	<b>MEDICAL LABS ATTESTATION</b>	NRS 652.080
	<b>PERMIT FOR KITCHEN</b> (for 11 or more residents)	NAC 449.154973(4)(b)
	<b>EVIDENCE OF APPROVAL FROM THE DIVISION OF PAROLE &amp; PROBATION</b> (if applicable) (if admitting any residents reporting to a parole officer)	NAC 449.154973(3)(b)
	<b>EVIDENCE THE PROGRAM HAS BEEN CERTIFIED IN ACCORDANCE WITH NRS 458.025</b> (if applicable) (if offering alcohol or drug abuse programs)	NAC 449.154973(2)(a)
	<b>BILL OF SALE</b> (for CHOW only)	NRS 449.040(7)
	<b>RENEWAL NOTICE ATTESTATION</b>	

**When submitting your application packets you MUST turn in all of the required documents on this checklist with your application packet or your application will be considered incomplete and returned to you.**