Department of Aging

Older Adult Daily Living Centers Relocation Checklist

The following list includes the minimum information that will be reviewed during a licensing inspection. Gather the requested materials prior to the Department's arrival. Immediate availability of the requested materials will expedite the inspection process. Certain information not provided or available during the inspection may lead to a regulatory citation(s).

These items need to be submitted prior to inspection:

- Application for License (AGL 02) at least 60 days in advance of the change per §11.270
- Current Occupancy Permit for the new location
- Fire Safety Inspection by a fire safety authority
- Policies and Procedures, especially any that have changed due to the relocation. Procedures that commonly need to be updated for relocation include §11.21, §11.82, §11.90, §11.91, and §11.191.
- Floor Plans or Diagram including dimensions of each program space
- Written Sanitation Approval for centers not connected to public sewer
- Written Certification of Water Tests for centers not connected to public water
- Valid Elevator Certification if applicable

These items will be verified during the inspection:

- Application Fee made payable to the Commonwealth of Pennsylvania. The capacity will be determined during the inspection. Fee amounts are cited in §11.252.

IMPORTANT: This checklist is a guideline. The Department may ask for additional information at the time of the inspection.