

## Licensed Residential Care

### Approval of site and floor plans

#### What shall I submit for Approval in Principle of site plans and floor plans?

If an Applicant or Licensee is requesting that Community Care Facilities Licensing review site plans and/or floor plans for a new facility or for a redevelopment of a licensed facility, the following shall be submitted:

- An Application for License Form - if a new facility or if the licensed capacity will change.
- A Public Health Act Requirements Referral Form.
- Site plans and Floor plans as described in Schedule B of the *Residential Care Regulation* including one architectural copy and one legible 11" X 17" copy of each plan.



Licensing staff will review your plans for compliance with legislation and notify you of the findings.

For information on licensing requirements, please review the Community Care Facilities license application package and the *Community Care and Assisted Living Act* and the *Residential Care Regulation*. Community Care Facilities Licensing requests that all required information is submitted at least 6 months prior to the proposed date of operation for long term care facilities and at least 4 to 6 months prior to the proposed date of operation for all other residential facilities.

For compliance with *Residential Care Regulation 8(1)*, Licensees and Applicants must notify Community Care Facilities Licensing of any change in the information provided as part of the licence application.

For compliance with *Residential Care Regulation 8(2)*, a Licensee must not make any structural change to a licensed community care facility unless the Licensee first submits a plan for the change and a description of how the Licensee intends to ensure the health and safety of persons in care while the change is being made. A Fraser Health licensing bulletin is available to guide you to develop a plan.

#### Relevant Legislation

*Residential Care Regulation* Sections 6, 7, 8, 9 and Schedule B  
*Community Care and Assisted Living Act* Section 7(1)(b)(i)(ii)

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Prior to the transfer/admission of any residents all legislated requirements must be met and approval must be received from Community Care Facilities Licensing. Inspections will be conducted to confirm the new facility or redevelopment has been built in accordance with the stamped and approved plans and to ensure compliance with the *Community Care and Assisted Living Act* and the *Residential Care Regulation*. Evidence must be provided to demonstrate that municipal, environmental health, and where applicable, funding agency requirements are met.

It is recommended that you review the Resources for Licensees relevant to Community Care Facilities Licensing on the Fraser Health website at [www.fraserhealth.ca/residentialcare](http://www.fraserhealth.ca/residentialcare).

Should you have any questions regarding the above-mentioned, please contact your Licensing Officer or the Licensing Development Coordinator for plan approval of a long term care facility.

### **Community Care Facilities Licensing Offices**

A complete list of all Licensing offices is available on the Fraser Health website at [www.fraserhealth.ca/ccf](http://www.fraserhealth.ca/ccf). To contact the local licensing office by phone, please call Population Public Health Central Call Centre at:

**604-587-3936** and request to be connected to your local area office.