NEW CONSTRUCTION INFORMATION FOR ALF/RHCF FACILITIES

KAR 26-39-101(d) -- “new construction or conversion of an existing unlicensed building to an adult care home”


Letter of Intent:

- The project manager/owner will submit a letter of intent to the Licensure, Certification Enforcement Manager (LCEM). Contents must include:
  - Type of adult care home
  - Address, city, zip
  - Contact person
  - Phone number
  - E-mail address
  - Legal description of the site.

- The State Fire Marshal’s office (SFM) and the Physical Environmental Specialist (PES) will be notified by the LCEM regarding the letter of intent.

Site Inspection:

- The project manager/owner will be notified by the PES to arrange for a site inspection and to schedule a visit.

- The project manager/owner will contact the SFM for any assistance with the life safety code process.

Plan Review Meeting:

- The PES will contact the project manager/owner to schedule a plan review meeting. Attendees should include:
  - Project manager/owner
  - Architect
  - Facility staff
  - KDADS staff (Regional Manager, PES and LCEM)

- Prior to the plan review meeting:
  - Facility staff and architect will review the plans.
  - The architect will send the plans to the PES.
  - Plans will be reviewed by KDADS staff.

- The PES will send an email to the project manager/owner and KDADS staff with the date, time and location of the plan review meeting.

- The project manager/owner will notify facility staff and architect with the date, time and location of the plan review meeting.
Plan Review Meeting

- The project manager/owner will present a brief background of the facility and construction or remodeling.
- Plans will be reviewed according to KAR 26-40-302 or KAR 26-40-303.
- Miscellaneous supporting construction articles may also be provided at this time.
- The PES will:
  - Provide new construction guidelines.
  - Provide a sample submission of final plans letter.
  - Review time requirements.
  - Review environmental checklist.
  - Provide a copy of the environmental checklist to the project manager/owner.
- The owner will provide the PES and LCEM with the name of the person to contact during the construction process.

Submission of Final Plans:

- Phone calls or additional meetings may be arranged to review the plans and to answer any remaining questions prior to submission of the final plans. *(This letter does not state the plans are in compliance – the architect is responsible for confirming this in their letter).*
- The architect will send the PES final stamped and signed floor plans and the submission of final plans letter stating compliance with KAR 26-39-101(d)(3).
- The PES will send a letter of acknowledgement to the project manager/owner indicating receipt of the final plans.
- Construction cannot begin until the letter of acknowledgement is received by the PES.

Construction, 50% and Final Inspection:

- Once construction has begun, the project manager/owner/ designee will keep in contact with the PES and LCEM regarding the construction progress.
- If the project is a new facility not previously licensed at 50% completion, the project manager/owner must ensure the completed state licensure application has been submitted to the LCEM.
- The project manager/owner will send the policies and procedures to the Regional Manager at least six weeks prior to final inspection.
- The project manager/owner will contact Irina when the facility is 30 days from 50% completion. The ECEM will notify the SFM, PES and Regional Manager with the final completion date.
- The project manager/owner will contact the LCEM when the facility is 30 days from the final completion date. The LCEM will notify the SFM, the PES and Regional Manager with the final completion date.
- The facility must be 100% complete prior to inspection.
- The SFM will contact the project manager/owner to schedule the final inspection of the facility.
- The architect/owner will complete the punch lists prior to the final environmental inspection.
• The PES will contact the project manager/owner/administrator and conduct an environmental inspection of the facility using the checklist.

• The environmental inspection of the facility will be written off-site and sent to the project manager.

• The PES will determine if the licensure requirements are met. If met, the PES will notify the LCEM.

• The LCEM will notify the Regional Manager once the facility has passed the SFM and KDADS environmental inspections. A survey will be conducted within the next year.

• The LCEM will notify the project manager/owner with a “verbal” approval for occupancy. An approval letter will be sent for occupancy and the license within two weeks.

Contact Information:

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