

Application for a Residential Care Facility for the Elderly License

Facility Name: Maple Grove Senior Home

Applicant: Maple Grove Senior Care LLC

Facility Address: 1234 Maple Grove Lane, Exampleville, CA 90000

Requested Action: Initial Application

Capacity Requested: 6 residents

Package Date: October 6, 2026

SAMPLE

Section 1: Facility Information

The state forms and plans that describe the facility, the people who will run it and its finances.

In This Section:

1. LIC200 - Application for a RCFE License
2. LIC215 - Applicant Information
 - 2a. Resume
 - 2b. Social Security Card
 - 2c. Government ID / Driver's License
 - 2d. DMV Driver History Report
3. LIC308 - Designation of Facility Responsibility
4. LIC309 - Administrative Organization
5. LIC400 - Affidavit Regarding Client/Resident Cash Resources
6. LIC401 - Monthly Operating Statement
7. LIC401A - Supplemental Financial Information
8. LIC402 - Surety Bond
9. LIC403 - Balance Sheet
10. LIC403A - Balance Sheet Supplemental Schedule
11. LIC404 - Financial Information Release and Verification
 - 11a. Proof of 3 Months Operating Cost (bank statement)
12. LIC500 - Personnel Report
13. LIC501 - Personnel Record
14. LIC503 - Health Screening Report - Facility Personnel
 - 14a. TB Test Results
- 15a. LIC9182 - Criminal Record Clearance Transfer Request (if previously Live Scanned for CDSS)
16. LIC606 - RCFE Disclosure Worksheet
 - 16a. LIC606 Attachments
17. LIC610E - Emergency and Disaster Plan for RCFEs
 - 17a. Emergency Relocation Site Letters (at least 2, signed)
18. LIC9054 - Local Fire Inspection Authority Information
 - 18a-b. LIC999 - RCFE Floor Plan (Internal) and Property Map (External)
 - 18c. Facility Drawings (supplement to LIC999)
 - 18d. LIC9092 - Fire Marshal Pre-Inspection
19. LIC9282 - Infection Control Plan

APPLICATION FOR A COMMUNITY CARE FACILITY OR RESIDENTIAL CARE FACILITY FOR THE ELDERLY LICENSE (See Instructions on Pages 4 and 5)

FOR DEPARTMENT USE ONLY		REPLY TO:			
District:					
County:	Facility Number:				
Date:	Action Type:				
Reviewed By:	Facility Type:				
1. Applicant(s) Name(s): Maple Grove Senior Care LLC 		2. Requested Action (Check One):			
		☒ A. Initial Application ☐ G. Add/Change Management Company			
		☐ B. Change of Capacity ☐ H. Change Within Corporation			
		☐ C. Change of Location ☐ I. Change of AMB/NON AMB Bedridden Status			
		☐ D. Change of Facility Type ☐ J. Other (Specify):			
		☐ E. Change of Facility Name			
3. Applicant Mailing Address:		City:	State:	Zip Code:	Area Code/ Telephone:
1234 Maple Grove Lane		Exampleville	CA	90000	(900) 555-0120
4. Type of Agency or Facility:					
☐ Adoption Agencies ☐ Enhanced Behavioral Support Homes ☐ Short Term Residential Therapeutic Programs					
☐ Adult Day Programs ☐ Foster Family Agencies ☐ Small Family Homes					
☐ Adult Residential Facilities ☐ Group Homes ☐ Social Rehabilitation Facilities					
☐ Adult Residential Facilities — Special Health Care Needs ☐ Residential Facilities — Chronically Ill ☐ Transitional Housing Placement Providers					
☐ Community Crisis Homes ☒ Residential Facilities — Elderly ☐ Other (Specify):					
☐ Crisis Nurseries					
5. APPLICATION FILED BY:					
☐ A. Individual		☐ D. Profit Corp.		☒ G. Limited Liability Company	
☐ B. Partnership		☐ E. County			
☐ C. Non-Profit Corp.		☐ F. Other Public Agency			
6. Facility or Agency Name:		7. Facility Email Address:			8. Facility Area Code/ Telephone:
Maple Grove Senior Home		maplegrove@example.invalid			(900) 555-0120
9. Facility Street Address:		City:	County:	Zip Code:	Alternative Public Phone Number: (900) 555-0121
1234 Maple Grove Lane		Exampleville	Los Angeles	90000	
10. Facility Mailing Address:		City:		State:	Zip Code:
1234 Maple Grove Lane		Exampleville		CA	90000

Placeholder. Replace this page with the facility drawings. Do NOT submit this page.

Item 18c. Facility Drawings (supplement to LIC999)

The LIC 999 floor plan and yard sketches are completed by the applicant, usually with an architect or designer once renovations are finished. Replace this page with those drawings, or sketch directly on the two LIC 999 pages. Drawings should be close to scale.

Floor Plan (LIC 999, Page 1) Shows:

- Every room labeled by use (bedrooms, kitchen, bathrooms, living room and so on), with room sizes, e.g. 8.5 x 12.
- The rooms used by residents and staff circled.
- Every door and window exit, matching the exits listed in the Emergency and Disaster Plan (LIC 610E).
- Rooms for non-ambulatory residents, and any bedridden resident's room, on the first floor, with the bedridden room's exit.

Yard (LIC 999, Page 2) Shows:

- The overall yard size, the home (outline only), the garage and any storage building.
- Walks, driveways, fences and gates.
- Hazards such as a pool, spa, pond, garbage storage or animal pens.
- The assembly points listed in the Emergency and Disaster Plan (LIC 610E).