



Missouri Department of Health and Senior Services (DHSS)  
HEALTH FACILITY REGULATION  
PO Box 570  
Jefferson City, MO 65102  
Hospital Project Questions: Phone 573-751-6303  
Ambulatory Surgical Center (ASC) Project Questions: Phone 573-751-1588

## Inspection Process for Hospital and Ambulatory Surgical Center (ASC) Construction and Renovation Projects

1. **Contact Health Standards and Licensure (HSL) to provide email address.** A Construction and Renovation Project Tracking Form (PDF format) will be emailed. For new projects, only the updated form will be accepted. **No drawings are needed at this time.** Email: [HSLCARP@health.mo.gov](mailto:HSLCARP@health.mo.gov)
2. **Complete the Construction and Renovation Project Tracking Form in its entirety. Email form and a copy of the Life Safety Code (LSC) Plan as follows:**

- Hospital projects: [HSLCARP@health.mo.gov](mailto:HSLCARP@health.mo.gov)
- ASC projects: [BAC@health.mo.gov](mailto:BAC@health.mo.gov)

Once the form and LSC Plan are received, a project number will be assigned for tracking purposes (either an H-#### or ASC-###, if appropriate).

For hospital projects, a construction surveyor for Bureau of Hospital Standards (Terry Dunlap) will also be assigned. **All future communications MUST include the assigned project number.**

3. **Submit construction drawings to Engineering Consultation Unit (ECU) for review and approval as follows:**
  - One (1) full-sized set of printed drawings (signed and sealed)
  - One (1) electronic set of drawings (signed and sealed) and specifications in PDF format (CD, thumb drive)
    - **ECU will no longer be accepting drawings via email.**
  - Include H-#### or ASC-### project number on transmittal and CD/thumb drive

### Department of Health and Senior Services c/o Engineering Consultation Unit (ECU)

920 Wildwood Drive  
Jefferson City, MO 65109  
Phone: 573-526-8505  
Email: [ECU@health.mo.gov](mailto:ECU@health.mo.gov)

4. **Contact ECU to review the project after drawings are delivered.** In addition to the plan review, construction inspections may be required at **50% or 80%** completion. Please contact ECU to schedule these inspections when nearing these milestones.
5. **100% Licensure Inspection:** Prior to providing patient care or occupying the renovated area, an inspection must be performed by the Section for Health Standards and Licensure (HSL) to confirm the project complies with applicable DHSS licensure provisions.

### **ONLY the Primary facility contact should email DHSS designee to schedule the 100% inspection:**

- Hospital projects: Licensing Coordinator – Email: [HSLCARP@health.mo.gov](mailto:HSLCARP@health.mo.gov)
- ASC projects: BAC – Email: [BAC@health.mo.gov](mailto:BAC@health.mo.gov)

### **Preparation for 100% Inspections:**

- An onsite licensure survey **MUST** be successfully completed before patient care or use of the occupied space can occur.
- Contact HSL approximately four (4) weeks prior to 100% completion to schedule the licensure survey.
- Keep HSL contact informed of any timeline changes.
- **Project must be 100% complete/ready for patients when inspector arrives onsite for 100% inspection.**

### **\*For questions related to projects with assigned numbers:**

BHS (Hospitals)  
Phone: 573-751-6303  
Email: [HSLCARP@health.mo.gov](mailto:HSLCARP@health.mo.gov)

BAC (ASCs)  
Phone: 573-751-1588  
Email: [BAC@health.mo.gov](mailto:BAC@health.mo.gov)