

## **Steps to Take Before Facility Commencement Inspection**

The issuance of a license or certification does not authorize the facility to begin operations. A facility will be granted final approval to operate upon passing a commencement inspection. If the facility does not pass a commencement inspection within one (1) year of the department issuing the license, the license may be revoked. All individuals who need an agent ID card per rule, including contractors, should begin applying for their cards once the commencement inspection has been scheduled.

- Work with the department to verify compliance with all minimum requirements for license/certification per Article XIV. Provide any requested documentation such as property ownership records, financial records, executed leases, management agreements, other contracts, and the like. The minimum requirements for license/certification include:
  - Authorization to operate as a business in Missouri
  - The entity is majority owned by natural persons who have been residents of Missouri for at least one year
  - The entity is not under substantially common control as another entity or a combination of other entities in violation of 19 CSR 20-95.040(3)(C)-(D)
  - The entity is not within 1000 feet of an existing elementary or secondary school, daycare, or church, or, if a local government allows for closer proximity to schools, daycares, and churches, that the entity complies with the local government's requirements
  - Eligibility to operate in a local jurisdiction
  - The entity will not be owned, in whole or in part, or have as an officer, director, board member, or manager, any individual with a disqualifying felony offense.
- Attend a mandatory orientation meeting tailored for each facility type to be held in early to mid-March