



Adding an OFFSITE LOCATION or Adding a Service CHECKLIST
(If **adding services ONLY** submit documents with asterisk**)

- ☐ Request or Letter of Intent to open an offsite or add a service**
- ☐ Completed BHS application** **If adding Substance Abuse/Addiction services please submit copy of Addictionologist credentials with contractual agreement.**
- ☐ Payment of applicable fee**
- ☐ Copy of current on-site inspection reports from OSFM and OPH
- ☐ Plan review approval from OSFM **(will have DH-##-####)**
- ☐ Cautionary Codes from OSFM
- ☐ Attestation of compliance related to Cautionary Codes
- ☐ Copy of offsite floorplan
- ☐ Copy of liability insurance
- ☐ Copy of lease agreement or proof of ownership of location

NOTES / COMMENTS:
