



Ohio Administrative Code

Rule 3701-7-03 License application; issuance; renewal.

Effective: March 30, 2026

- (A) Application for a license to operate a maternity home, or renewal of an existing license, will be made either in writing on a form provided by the director and signed by the applicant or the applicant's agent or using an electronic system prescribed by the director and affirmed by the applicant or the applicant's agent, and will include:
- (1) A nonrefundable maternity home application or renewal fee of seven hundred fifty dollars;
 - (2) The name to appear on the license;
 - (3) The particular premises in which the business will be carried out; and
 - (4) The proposed licensed capacity for maternal and newborn residents.
- (B) The license renewal fee specified in paragraph (A) of this rule will be paid no later than sixty days after the director of health mails an invoice for the fee to the license holder. A penalty of ten per cent of the amount of the renewal fee will be assessed for each month the fee is overdue. The renewal application and fee may be paid sixty days prior to expiration.
- (C) Upon receipt of a completed application, the director will send a copy of the application to the board of health of the health district in which the maternity home is located. The board of health of the health district will:
- (1) Approve the application, unless the maternity home is in noncompliance with any applicable local health regulation; and
 - (2) Notify the director of its determination within thirty days of receipt of the application.
- (D) If the board of health of the health district does not provide the notice required by paragraph (C) of this rule, the application will be deemed to be approved by the board of health of the health district.
- (E) The director will issue a license to the applicant if it is determined that the applicant is in compliance with Chapter 3711. of the Revised Code and applicable rules within Chapter 3701-7 of the Administrative Code. The license will state the following:
- (1) The name of the licensee;
 - (2) The particular premises in which the business will be carried out; and
 - (3) The licensed capacity for maternal and newborn residents.



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- (F) The license will be valid for a period of three years from the end of the month in which the license was issued or renewed.
- (G) A license issued for a maternity home is valid only for the premises provided on the license in accordance with paragraph (E) of this rule.
- (H) The licensee will notify the director, in writing, within seven days of any change in administrator, primary agent, or name of the maternity home.
- (I) The licensee will notify the director within seven days, in writing, of the voluntary suspension of operation, closing, or sale of the maternity home, and return the license to the director. In the event of involuntary closure, the licensee will provide written notice as soon as possible after learning of the closure.
- (J) The license will be posted conspicuously at the entrance of the maternity home.
- (K) The licensee will ensure that the resident occupancy does not exceed the licensed capacity.
- (L) The licensee will notify the director, in writing, prior to any construction and/or change in the licensed capacity for either maternal or newborn residents.