

Prior to applying for a building permit, the prospective applicant with the intent to build and license a new facility as a residential care or assisted living facility, must comply with the process as outlined in Oregon Administrative Rule 411-054-0012. The following is the process that must be followed:

1. **Submit a letter of intent.** Prior to applying for a building permit, a prospective applicant with intent to build or operate a facility, must submit to the Community Based Care Licensing Unit a letter of intent that includes the following:
  - a. Identification of potential applicant;
  - b. The city and street address of the intended facility;
  - c. The intended facility type (*e.g., residential care, assisted living, Memory Care endorsed*), the intended number of units and maximum resident capacity;
  - d. A description of the underserved population the applicant is requesting to service; and
  - e. Identification of operations within Oregon or within other states that provide a history of the applicant's ability to serve the intended population.
2. **Include a market analysis** completed by a third party professional.
  - a. Refer to OAR 411-054-0012 (4) for guidelines regarding a market analysis.
  - b. A market analysis is not required for change of owner applicants of existing licensed buildings.  
The Community Based Care Licensing Unit (CBCLU) may ask for a meeting with the applicant prior to issuing a decision regarding the proposed plans for licensure.
3. After receiving written approval from CBCLU you must:

**Submit building plans and required fees** to the Office of Facilities Planning and Safety.  
Email [mailbox.fps@dhsosha.state.or.us](mailto:mailbox.fps@dhsosha.state.or.us) for more information.

Follow specifications and required timelines to continue the process for licensing approval as designated in OAR 411-054-0000 – 411-054-0300. A license will not be issued until all state and local requirements have been met.

The applicant must receive written confirmation of licensure by CBCLU prior to moving any resident into a facility.

**If you should have any questions please contact:**  
[CBC.TEAM@dhsosha.state.or.us](mailto:CBC.TEAM@dhsosha.state.or.us)