



Required Documents Checklist

Requirements for Registration, as noted in Schedule A of the Assisted Living Regulation.

Please note: A person who intends to register an assisted living residence that has more than one class on the same premises must make a separate application for each class.

Visit the [Assisted Living website](http://www.gov.bc.ca/AssistedlivingBC) for tools and resources to assist you in opening and registering an assisted living residence. > www.gov.bc.ca/AssistedlivingBC

A complete application includes the following:	
<input type="checkbox"/>	The completed Application for Registration form (<i>Assisted Living Regulation, S. 6</i>)
<input type="checkbox"/>	A cheque for \$250.00 for the application fee, made out to the Minister of Finance (<i>Assisted Living Regulation, S. 6</i>)
<input type="checkbox"/>	A copy of the business license for the premises or, written confirmation from the local government that a business license is not required; (<i>Assisted Living Regulation, S. 6 (1)</i>)
<input type="checkbox"/>	A copy of the food service establishment permit issued for the premises, if a permit is required under the Food Premises Regulation (<i>Assisted Living Regulation, S. 6 (1)</i>)
Applicant Information: “applicant” refers to the owner, operator or board of directors responsible for this residence.	
	<u>If the applicant is an individual:</u>
<input type="checkbox"/>	The results of a criminal record check completed through the BC Criminal Record Review Program > See https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/employer-organizations
<input type="checkbox"/>	Three character references
<input type="checkbox"/>	A copy of government-issued photographic identification
<input type="checkbox"/>	A record of the individual’s work history (i.e., a resume)
<input type="checkbox"/>	Copies of any diplomas or certificates that confirm the applicant’s training, skills and other qualifications
<input type="checkbox"/>	Proof that the applicant is qualified to be a registrant <ul style="list-style-type: none"> i.e. documents that indicate you are the owner of the premises or a copy of your lease or rental agreement indicating that you are allowed to operate an assisted living residence at this location (<i>Assisted Living Regulation, S. 5 (2)</i>)

<input type="checkbox"/>	If the applicant is not an individual (i.e., a corporation or society):
<input type="checkbox"/>	The results of a criminal record check completed, through the BC Criminal Record Review Program, for each member of the board of directors
<input type="checkbox"/>	Three character references for each member of the board of directors.
Manager's Information: <i>an operator may hire a manager to manage the day to day operation of an assisted living residence. An applicant must provide for the manager:</i>	
<input type="checkbox"/>	The results of a criminal record check completed, through the BC Criminal Record Review Program: > See https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/employer-organizations
<input type="checkbox"/>	Three character references
<input type="checkbox"/>	A record of the individual's work history (i.e., a resume)
<input type="checkbox"/>	Copies of any diplomas or certificates that confirm the manager's training, skills and other qualifications
Premises Information	
<input type="checkbox"/>	A floor plan: <ul style="list-style-type: none"> • Drawn to scale and showing the location of each unit, common area, washroom and exit, and • Showing which suites are resident units if both residents and non-residents will be housed on the same premises
Operations Information – copies of plans and policies that include:	
<input type="checkbox"/>	Cannabis Policy
<input type="checkbox"/>	Complaints Policy
<input type="checkbox"/>	Emergency Response Plan
<input type="checkbox"/>	Employee or Staff Plan
<input type="checkbox"/>	End of Residency Policy
<input type="checkbox"/>	Health and Hygiene and Infection Control Plan
<input type="checkbox"/>	Medication Plan
<input type="checkbox"/>	Menu Plans
<input type="checkbox"/>	Missing Person Plan
<input type="checkbox"/>	Opioid Overdose Plan
<input type="checkbox"/>	Programming (Psychosocial) Supports Policy
<input type="checkbox"/>	Residency Agreement (see schedule C of the Assisted Living Regulation)
<input type="checkbox"/>	Reportable (Serious) Incident Policy
<input type="checkbox"/>	Shared Common Areas Policy (can be part of residency agreement)
<input type="checkbox"/>	In Supportive Recovery: Visitor and communication policy