**Section 403.7 Provisions Pertaining to Permits**

a) A permit shall not be issued until:

1) the application for license has been completed and signed by the responsible child welfare agency and submitted to the Department;

2) written clearances concerning compliance with the fire and safety requirements specified in State laws and municipal codes. If well water is used, a copy of the inspection report and certification of compliance with local or Statee health department regulations must be on file;

3) a person in charge of the daily operation of the group home has been employed, has passed the background check requirements of 89 Ill. Adm. Code 385 (Background Checks) and is prepared to begin work at the facility;

4) furnishings, equipment and space sufficient for the number of children to be served have been acquired;

5) child care staff sufficient for the number of children to be served have been hired and are prepared to begin work at the facility;

6) a plan for the provision of food, clothing, educational and religious opportunities and health care of children has been developed;

7) the facility has established procedures and forms to maintain required records, including records on the children served;

8) a written plan on how the requirements for licensure will be met within the permit period has been developed; and

9) a projected annual budget for the group home, approved by the policymaking board of the supervising child welfare agency, has been developed.

b) A permit shall not be issued retroactively.

c) The permit shall not be transferred or transmitted to another person or other legal entity.

d) The permit shall not be valid for a name or an address different than the name and address shown on the issued permit.

e) The permit shall not be renewable.

f) The permit shall be displayed on the premises at all times.

g) A license shall be issued any time within the 6-month period covered by the permit provided the facility achieves and maintains compliance with the Department's licensing standards.

h) There will be no fee or charge for issuing the permit.

(Source: Amended at 42 Ill. Reg. 20337, effective October 31, 2018)