**Section 410.40 Application for License**

a) The individual applicant or governing body of the supervising organization or agency shall file the application for license as an emergency shelter on forms provided by the Department.

b) For the application to be considered complete, the following items shall be attached to the application:

1) staffing plan, including job descriptions and qualifications of staff;

2) program plan;

3) annual operating budget showing anticipated expenses and income; and

4) a list of persons subject to the background check requirements of 89 Ill. Adm. Code 385, Background Checks and each person's complete, signed authorization to conduct the background check.

c) A new application shall be filed:

1) when an application for a license has been withdrawn, and the agency seeks to reapply; or

2) when there is a change in:

A) the name of the licensee;

B) the address of the emergency shelter;

C) the supervising agency; or

3) not sooner than 12 months after the Department has revoked or refused to renew a license, and a new license is sought; or

4) when the facility has been operating for at least one year and requests an increase in license capacity to more than 16 residents.

d) A new application may be submitted at any time when a license, permit or application has been voluntarily surrendered or withdrawn by the applicant.

(Source: Amended at 21 Ill. Reg. 4596, effective April 1, 1997)