



# Oregon

Kate Brown, Governor

**Department of Human Services**

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10/16/17

**TO:** Community Based Care:  
Assisted Living, Residential Care,  
Memory Care Facilities



**FROM:** Safety, Oversight, and Quality

RE: Licensing fee increase

**CBC Provider Alert:**

## Licensing Fee Increase

As a result of recent legislation, effective January 1<sup>st</sup>, 2018, licensing fees for newly built or recently purchased facilities are increasing. In addition, renewal licensing fees are also increasing.

The new fee amounts are listed below:

### **Initial licensing fee** (new building; recently purchased building)

#### Capacity

1-15 beds:	\$2000
16-49 beds:	\$3000
50-99 beds:	\$4000
100-150 beds:	\$5000
151 or more beds:	\$6000

### **Biennial license renewal fee**

#### Capacity

1-15 beds:	\$1000
16-49 beds:	\$1500
50-99 beds:	\$2000
100-150 beds:	\$2500
151 or more beds:	\$3000

Invoices for licensing fees:

If your license expires 1/31/2018, you will be receiving an invoice for the new fees in early November 2017.

Invoices are sent to providers three months before a facility's license expires.

When you receive your invoice, please remember to send in the following:

1. Completed manager and/or owner application.
2. Approved Fire Marshal inspection.
3. Background checks of owners ( 10% or more ownership, 5% for Medicaid)
4. Make sure the Secretary of State registration is renewed.

For questions please email [CBC.Team@state.or.us](mailto:CBC.Team@state.or.us)

or contact Lynda Freeman, Licensing Specialist:  
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