

**WAC 110-145-2360 License application requirements.** (1) To apply for a license to provide care to children and youth, applicants must:

- (a) Be at least 21 years old;
- (b) Submit the following completed documents to the department:
  - (i) Licensing application;
  - (ii) Background authorization forms for personnel at the GCF as outlined in chapter 110-04 WAC, including those not directly working with children;
  - (iii) A detailed written program description for department approval that includes:
    - (A) The applicant's mission and goals; and
    - (B) A description of the services the agency will provide to children, youth, and their families;
  - (iv) Agency's policies and procedures including, but not limited to:
    - (A) Staff qualifications;
    - (B) Staff duties;
    - (C) Ongoing training for developing personnel skills and abilities; and
    - (D) How they will meet the requirements of this chapter;
    - (v) Emergency and evacuation plans; and
    - (vi) Certificate of occupancy or equivalent approval, per WAC 110-145-2420; and
  - (c) Complete their licensing application by submitting all required documents within 90 calendar days of submitting the application and background authorization forms to the department.

(2) If the applicant does not meet the 90-day deadline, the department may withdraw their application.

(3) Prior to licensing:

- (a) The department will conduct a site inspection to verify that the premises meet the requirements in this chapter; and
- (b) All group care facilities described in this chapter, except SRHs licensed for five or fewer children and youth, must:
  - (i) Meet the health requirements and receive a certificate of compliance from DOH; and
  - (ii) Be inspected and approved by the state fire marshal.

[Statutory Authority: RCW 74.15.030. WSR 26-08-021, s 110-145-2360, filed 3/23/26, effective 5/1/26.]