



Division of Quality Assurance
Freestanding Birthing Center
Instructions for Capacity Decrease

General Information and Instructions

Ohio Administrative Code (OAC) rule 3701-83-04(F) requires a freestanding birthing center (BC) to apply for an amended license when there is a permanent decrease in the number of birthing rooms. If your application is incomplete or is not accompanied by the fee and required documents below, approval may be delayed, your capacity change documents may be returned to you or your request may be denied.

Fee

A check or money order, made payable to the **Treasurer, State of Ohio** in the amount of \$150, must accompany the documents listed below in order to process a capacity change request. Deposit of your fee does not mean that your application has been accepted and/or declared complete.

Required Documents:

The following documents must be submitted as a complete packet to the Ohio Department of Health at the address provided below.

1. A letter requesting a capacity decrease on facility letterhead and signed by the operator or other authorized representative. Your letter must include the following information:
 - a. License number (e.g., 1234BC)
 - b. The current capacity; the number of birthing rooms to be removed; and the total proposed capacity (e.g., facility currently has 3 birthing rooms and is requesting an decrease of 1 birthing rooms, resulting in a total proposed capacity of 2 birthing rooms)
 - c. Details related to the capacity decrease such as construction, renovation or relocation, change of use of rooms or alterations to the building
 - d. The requested effective date of the capacity decrease
2. An 8 1/2" x 11" schematic drawing or floor plan of the facility clearly identifying current birthing rooms, including room numbers or identifiers, and location of new rooms
3. A copy of the facility's most recent State Fire Marshal Inspection report if the decrease includes alterations to the building



4. A copy of the facility's Certificate of Occupancy permit if the decrease includes alterations to the building

Submit fee and documents to:

Ohio Department of Health
Revenue Processing #3500
P.O. Box 15278
Columbus, Ohio 43215

On-Site Inspection

An on-site inspection to determine compliance with the freestanding birthing center rules may be required prior to approving the capacity decrease if the change includes building alterations.

If an inspection is required, the birthing center will be charged a fee in accordance with OAC rule 3701-83-06.

Contact Information

If you have any questions regarding the process to increase your capacity, e-mail the Division of Quality Assurance, Licensure Program at liccert@odh.ohio.gov or call (614) 466-7713.