



## MEMORANDUM

**TO:** Administrators of Health Facilities and Services

**FROM:** Gwendolyn C. Thompson, Director, Bureau of Health Facilities Licensing

**SUBJECT:** License Renewal Procedures

The Bureau of Health Facilities Licensing (BHFL) is pleased to announce that we are streamlining our license application process. The new process is designed to be less burdensome and more efficient for providers.

Up until recently, the BHFL has been mailing an application packet to licensees 90 days prior to the expiration of their license to include: a copy of the application, an emergency evacuation plan statement, and an invoice for the license renewal fee.

The BHFL is no longer mailing out renewal packets to licensees. All licensees must initiate their own license renewal by downloading the appropriate facility-specific application from the DHEC website and submitting the completed application via email in accordance with the instructions below. To help streamline the process, invoices for the **license renewal fees and routine inspection fees will be emailed approximately 60 days prior to expiration of a license**. Licensees will be emailed their routine inspection fee invoices either annually or biennially in accordance with their routine inspection schedule<sup>1</sup>. Payment or proof of payment are required to be submitted along with the completed license renewal application. Late fees will continue to be assessed in accordance with the provisions of the applicable regulation.

To renew your license, you must do the following:

1. Find your license expiration date on the face of your license, or by looking up your facility here: <http://www.scdhec.gov/Health/FHPPF/HealthFacilityRegulationsLicensing/HealthcareFacilityLicensing/LicensedFacilitiesbyType/>
2. Complete and submit via email the appropriate license application, supporting documentation, and online payment receipt (or mail a check) at least **30 days prior to** the expiration of your license. License applications can be found here: [www.scdhec.gov/healthlicenseforms](http://www.scdhec.gov/healthlicenseforms)
3. Pay for invoiced fees prior to the expiration of your license, by either method below:
  - a. Online payment (preferred method); includes a service fee: <https://web.sc.gov/dheconlineinvoicepaymentsystem/invoicegroupselection.aspx> (NOTE: A copy of the receipt from online payment must be emailed with the completed application); or
  - b. Mail a paper check to DHEC (made payable to: DHEC) at the mailing address below and in coordination with the completed application submitted via email:  
Bureau of Health Facilities Licensing  
2600 Bull Street  
Columbia, SC 29201

Should you have any further questions or concerns, please contact our office at 803-545-4370.

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<sup>1</sup><http://www.scdhec.gov/Health/docs/BHFLfeeSchedules.pdf>.