

APPLICATION DOCUMENTS REQUIRED FOR  
NARCOTIC TREATMENT CENTERS  
**MEDICATION UNIT**  
INITIAL/CHOW APPLICATION

RETURNED TO DPBH	DOCUMENT	REFERENCE
	<b>FEE OF \$1200</b> <span style="float: right;"><b>RENEWAL FEE OF \$600</b></span>	NAC 449.013
	<b>EVIDENCE OF ZONING APPROVAL (BUSINESS LICENSE, CONDITIONAL USE VERIFICATION FORM OR SPECIAL USE PERMIT) FROM THE LOCAL CITY OR COUNTY JURISDICTION</b>	NAC 449.011(4)(e) NRS 449.040(10)
	<b>CERTIFICATE OF INSURANCE</b>	NAC 449.204(2)
	<b>LEASE AGREEMENT</b> <span style="float: right;">(if applicable)</span>	NAC 449.011(4)(f)
	<b>3 LETTERS OF REFERENCE FOR ADMINISTRATOR</b>	NAC 449.011(3)
	<b>CERTIFICATION BY THE SAMHSA*</b> (Substance Abuse and Mental Health Services Administration)	NAC 449.15445(1)(b)
	<b>REGISTRATION WITH STATE BOARD OF PHARMACY</b> (for use of narcotics)	NAC 449.1548(3)
	<b>STATE OPIOID TREATMENT AUTHORITY (SOTA) APPROVAL</b>	NRS 449.040 (7)
	<b>EVIDENCE OF A D.E.A. APPLICATION</b>	
	<b>MEDICAL LABS ATTESTATION</b>	NRS 652.080
/	<b>*CERTIFICATE OF COMPLIANCE FROM STATE FIRE MARSHAL</b> (DPBH will send a facility/agency inspection request to the State Fire Marshall (SFM) after the application and fee are submitted. After the SFM office completes their inspection, they will notify DPBH of the facility/agency's compliance)	NRS 449.150(1)
	<b>FLOOR PLAN WITH DIMENSIONS</b>	NRS 449.040(7)
	<b>BILL OF SALE</b> <span style="float: right;">(for CHOW only)</span>	NRS 449.040(7)
	<b>8 X 11 PHOTOGRAPH OF THE FACILITY/AGENCY OR ESTIMATED DATE OF CONSTRUCTION COMPLETION</b>	NRS 449.040 (7)
	<b>RENEWAL ATTESTATION</b>	

\* In order to conduct initial survey, DPBH will need evidence that the facility has submitted an application to SAMSHA. After the initial licensure survey is conducted and it is determined the facility is in substantial compliance with all regulations, DPBH generates a letter to SAMSHA to certify the facility. Once DPBH receives notification of certification an initial license can be issued.

**When submitting your application packets you MUST turn in all of the required documents on this checklist with your application packet or your application will be considered incomplete and returned to you.**