

APPLICATION DOCUMENTS REQUIRED FOR
NARCOTIC TREATMENT CENTERS (NTC)
INITIAL/CHOW APPLICATION

RETURNED TO DPBH	DOCUMENT	REFERENCE
	APPLICATION FORM (must be NOTORIZED ORIGINAL)	NRS 449.040
	FEE OF \$5046	NAC 449.013
	EVIDENCE OF ZONING APPROVAL (BUSINESS LICENSE, CONDITIONAL USE VERIFICATION FORM OR SPECIAL USE PERMIT) FROM THE LOCAL CITY OR COUNTY JURISDICTION	NAC 449.011(4)(e) NRS 449.040(10)
	CERTIFICATE OF INSURANCE	NAC 449.204(2)
	LEASE AGREEMENT (if applicable)	NAC 449.011(4)(f)
	PARTNERSHIP AGREEMENT (if applicable)	NAC 49.011(4)(a)(4)
	ARTICLES OF INCORPORATION (for corporations only) ARTICLES OF ORGANIZATION (for LLC's only)	NAC 449.011(4)(g)
	GOVERNING BODY BYLAWS (for corporations only) OPERATING AGREEMENT (for LLC's only)	NAC 449.011(4)(g)
	3 YEAR BUSINESS HISTORY (if less than 3 year history, then resume(s) and 3 letters of reference for the applicant(s) including corporate officers)	NAC 449.011(3)
	FINANCIAL STATUS INFORMATION or STATEMENT	NAC 449.011(3)
	3 LETTERS OF REFERENCE FOR ADMINISTRATOR	NAC 449.011(3)
	CERTIFICATION BY THE SAMHSA* (Substance Abuse and Mental Health Services Administration)	NAC 449.15445(1)(b)
	REGISTRATION WITH STATE BOARD OF PHARMACY (for use of narcotics)	NAC 449.1548(3)
	CERTIFICATION OF PROGRAM BY SAPTA (Substance Abuse Prevention Treatment Agency)	NRS 449.00455
	STATE OPIOID TREATMENT AUTHORITY (SOTA) APPROVAL	NRS 449.040 (7)
	EVIDENCE OF A D.E.A. APPLICATION	
	MEDICAL LABS ATTESTATION	NRS 652.080
/	*CERTIFICATE OF COMPLIANCE FROM STATE FIRE MARSHALL (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)
	FLOOR PLAN WITH DIMENSIONS	NRS 449.040(7)
	BILL OF SALE (for CHOW only)	NRS 449.040(7)
	8 X 11 PHOTOGRAPH OF THE FACILITY/AGENCY OR ESTIMATED DATE OF CONSTRUCTION COMPLETION	NRS 449.040 (7)
	RENEWAL ATTESTATION	

* 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.