

Virginia Care Home Licensing & Compliance Tracker

Planning worksheet for a residential care setting. Start with Virginia Department of Social Services and confirm every requirement directly.

This tracker is educational, not legal advice or an application. State and local requirements vary by facility type, services, building, capacity, and resident needs.

Business / facility

Project owner

Target opening / renewal date

Planned license classification

Before application or renewal

- ☐ Confirm the correct license category, capacity, resident population, and service scope.
- ☐ Download current agency instructions, application, fee schedule, and forms.
- ☐ Confirm zoning, occupancy, fire/life-safety, building, food, water/septic, and local approvals.
- ☐ Document ownership, legal entity, insurance, administrator/manager, and financial requirements.
- ☐ Create staffing, training, background-check, emergency, medication, resident-record, and incident systems.
- ☐ Verify pre-licensure consultation, plan review, inspection, and correction steps.

Project tracker

Item	Source / requirement	Owner	Due	Status
License application				
Local approvals				
Building / fire review				
Policies and forms				
Staffing / training				
Inspection / corrections				

Recurring compliance calendar

- ☐ License renewal and fees
- ☐ Administrator or manager credentials
- ☐ Staff training and competency
- ☐ Background and registry checks
- ☐ Emergency drills and plan review
- ☐ Fire and life-safety systems
- ☐ Resident and personnel record review
- ☐ Policies, posted notices, insurance, and vendors

Next agency review

Next internal audit

Highest-priority correction

Evidence location

Virginia next step: Use the Virginia Department of Social Services ALF page for current regulations, applicant training, forms, inspection tools, and notices. Confirm whether your model is an ALF or uses the separate local-department adult foster care approval process. Record the source, effective date, and agency advice for each requirement. Recheck recent notices before submitting an application or renewing.

Official source: [Virginia Department of Social Services](#). Source reviewed September 2026. Confirm current requirements directly.

Educational planning tool only. Confirm current requirements and obtain qualified legal, licensing, design, accounting, and insurance advice as needed.