**Section 1175.350 Change of Location**

a) When the location of a licensed school is to be changed, the school owner shall submit to the Division the following:

1) Written notice to the Division at least 30 days in advance of the school site change;

2) A signed and completed school application;

3) A detailed 8½ x 11 inch floor plan that is:

A) drawn to scale;

B) shows dimensions;

C) has all areas labeled;

D) has all fixtures shown; and

E) demonstrates compliance with the requirements of Section 1175.305;

4) A copy of:

A) a lease agreement showing at least a 1 year commitment, the address of the school site, the name of the lessor and the name of the lessee; or

B) the certification of ownership of the school site;

5) An official fire inspection report by the local fire inspection authority, conducted within 6 months prior to application, approving the site; and

6) The required fee set forth in Section 1175.100.

b) Once the items listed in subsection (a) have been received, the Division shall inspect the premises to determine compliance with this Part. If any changes affecting the items in subsection (a) are made prior to inspection, the school owner must notify the Division in writing. School operations shall not commence at the new location until the owners have received written notice of approval from the Division. Approval will be granted if the requirements of this Subpart C have been met.

c) If the change of location is due to natural destruction of, or other severe damage to, the original premises due to circumstances beyond the control of the owner, a temporary site may be used to teach theory classes only.

1) The temporary site must be inspected prior to its use and must possess light and ventilation, tables and chairs for the number of students in a classroom, and must be clean.

2) The temporary site may be used for a period of 2 months. The 2 month period can be extended for good cause. Good cause includes, but is not limited to, unexpected delays in construction, delays in lease arrangements, or delays in equipment delivery.

d) If the site is not approved, the school shall not solicit new students for this location until the school has been approved.

(Source: Amended at 42 Ill. Reg. 15159, effective August 10, 2018)