
COMMUNITY RESIDENCE PROCESS GUIDE AND FAQ



STEP 1

Apply for Licensure with AZDHS, Certification with AZHRA or Oxford House Charter

Contact Licensing / Certifying Agency

Apply for Licensure / Certification

Print **Receipt Providing Proof** that You Started the Process / Save as PDF file

STEP 2

Prepare Community Residence & Reasonable Accommodation Application Documents for Submittal

Prepare **Application**. The owner of record or the principal or chief executive officer of the entity in possession of the property is required to sign and date the Proposition 207 Waiver line.

Find **Deed** on Assessor's Website

Develop or Obtain **Site Plan** (Note: The site plan must meet application packet requirements. Please review the packet.)

Develop or Obtain **Floor Plan** (Note: A floor plan is required to show bedrooms and number of people to be housed in the bedroom.)

Take **Photos** of the property from all angles.

Include **Proof of Licensure/Certification** obtained in Step 1.

Write the **Narrative**. (Note: The narrative must meet application requirements and include requested information. Please review the packet.)

Optional: Include **Reasonable Accommodation Application, Supplemental Questionnaire & Required Supporting Documents**.

STEP 3

Apply for Community Residence

Review **Documents**

Q: Will the County actually require all of these documents?

A: Yes, they will.

Q: Are these documents legible?

A: Yes, they should be.

Prepare Payment of **Fees** (Note: Fees determined after review of application materials.)

Q: What type of payment do you take?

A: For paper dropoffs in our One Stop Shop, a check is required. For online submittals, a credit or debit card is required.

Apply in Person or Online

Q: How long do I have to wait before I hear back from my assigned planner to review the application?

A: Up to 7 business days after an application is received.

Q: How long is the review cycle?

A: Once the planner has made initial contact with you, the review cycle is up to 14 business days. If there are Comments that need to be addressed, you will need to resubmit and the 14 business day review cycle begins anew.

Q: Once all comments are resolved, what happens?

A: Staff will issue a Staff Report that either Approves, Approves in Part (If seeking a reasonable accommodation, but is denied) or Denies the request in total. This may be appealed through the Hearing Officer.

STEP 4

Apply for Building Permits or Compliance Inspection

Q: What type of Permit or Inspection do I apply for?*

A:

- 1) New Build - Residential New
- 2) Alteration - Residential Alteration
- 3) No Changes - Compliance Inspection*

*If the occupancy category has changed due to the use, there may be additional code requirements related to accessibility and a sprinkler system that requires an Alteration permit. Occupancy is evaluated at the time you file for a permit or inspection.

Q: Do I have to submit plans that meet all requirements of building and zoning code before my permit is issued?

A: Yes

Q: How long is the review cycle?

A: Once the permit is assigned to plan review staff, the review cycle is up to 14 business days. If there are comments that need to be addressed, you will need to resubmit, and after resubmittal, the review cycle begins anew.

Q: Once all comments are resolved, what happens?

A: The permit will be issued and you will need to contact the Inspections Coordinator to schedule required inspections.

Q: What happens during inspections?

A: The inspectors will verify that the residence or improvements are built to applicable code and in accordance with the plans submitted. If they are not, then a Certificate of Occupancy will not be issued until corrective action is taken. If they are, then the Certificate of Occupancy will be issued.

STEP 5

Receive Certificate of Occupancy

- Q:** I have received my Certificate of Occupancy. Now what?
A: The Planning and Development process is mainly completed. If obtaining AZDHS licensure, you will need to submit the Approved Land Use Permit and Certificate of Occupancy to AZDHS or any other agency that requires.

- Q:** If they won't give me licensure based upon the documents I submitted can a special letter or e-mail be sent on my behalf to help me get it?
A: No. If the issuing agency is not issuing the licensure, Maricopa County will not intervene and if the licensure is not received in 180 days in accordance with County requirements, the land use permit will be revoked.

- Q:** That makes things difficult. They won't issue it. Why can't you just do it?
A: It is the responsibility of the applicant to ensure that AZDHS requirements are met and appropriate details are provided to the County in the original application prior to approval. Maricopa County regulates land use and building standards. While AZDHS may require specific building improvements, those improvements are related to the internal operations related to the care of individuals living in the residence. AZDHS also monitors and inspects the home for the appropriate care of the residents.

STEPS 6 & 7

Obtain Licensure/Certification & Submit to Maricopa County Planning & Development

- Once **Licensure** or **Certification** is received, a copy of the **Licensure** or **Certification** must be submitted to Planning and Development within 180 days of receiving the land use permit.

- If licensure is not received, the land use permit will be revoked.

- Annually, within **10 business days** of the original land use permit date of approval, a copy of current **Licensure** or **Certification** is required to continue operating as a community residence.

- If current **Licensure** or **Certification** is not received, the County will take steps to revoke the land use permit and the owner will be subject to violation if operations do not cease within 30 days of revocation.