

## Locate a property

Check for distance, registration & zoning requirements with the Planning & Development Dept.  
Call: 602-262-7131 #6 or Visit: 200 W. Washington St., 2<sup>nd</sup> Floor, Phoenix, AZ 85003

### Apply for a Structured Sober Living Home License \*Starting July 1, 2018

#### License Services Office

Application Packet & Fee

Applicant's Fingerprints & ID

Articles of Organization  
(if a corporate entity)

Lease or Property Owner's Authorization

Floor Plan

Proof of General Liability Insurance

Home's Rules/Regulations & Procedures

Good Neighbor Policy

### Obtain Other Items As Needed/Applicable

Maricopa County Assessor's Office  
**Register as Rental Property**  
[www.mcassessor.maricopa.gov](http://www.mcassessor.maricopa.gov)

AZ Corporation Commission  
**Register an LLC or Corporation**  
[www.azcc.gov](http://www.azcc.gov)

AZ Department of Revenue  
**Get a Tax License**  
[www.azdor.gov](http://www.azdor.gov)

Application  
Overall  
Processing  
Time Frame:  
90 Days

Application is submitted to License Services: Application packet, required documents, fingerprints, and fees.

Background check: AZ Dept. of Public Safety processes fingerprints & results are evaluated by Phoenix Police.

Police: Reviews application and applicant's criminal background results & sends a recommendation to License Services.

Neighborhood Services: Completes an on-site inspection, reviews application & sends a recommendation to License Services.

Planning & Development: Reviews application, zoning & registration requirements & sends recommendation to License Services.

Finance: Checks for delinquent taxes, fees, fines or penalties & sends recommendation to License Services.

License Services: Reviews application & recommendations. Approves or denies license. Denials can be appealed to License Appeal Board.



## FAQ's

**Who needs a Structured Sober Living Home License?** Any premises, place, or building that provides alcohol-free or drug-free housing, promotes independent living and life skill development, and provides structured activities that are directed primarily toward recovery from substance use disorders in a supervised setting to a group of unrelated individuals who are recovering from drug or alcohol addiction and who are receiving outpatient behavioral health services for substance abuse or addiction treatment while living in the home.

**Do all managers working in a Structured Sober Living Home have to be qualified managers?** Yes. A qualified manager means a person that meets all of the following requirements: Is CPR certified and certification is current; holds a current Structured Sober Living Home Manager license issued by the City of Phoenix; is at least 21 years of age.

**Can the license be transferred?** No. A license is issued to a specific owner/person and location, and cannot be transferred to another owner/person or location.

**How long is the license valid for?** Licenses are valid for 1 year from the date of issuance.

**Is a license required regardless of the number of residents that live in a Structured Sober Living Home?** Yes. A license is required regardless of the number of residents living in the home.

**Are there any certifications that would exempt a home from requiring a Structured Sober Living Home License?** No.