



**Assisted Living Facility Permit Application** (F422) **\$150 + \$10 per bed**

**Behavioral Health Permit Application** (F421) **\$150 + \$10 per bed**

**Developmentally Disabled Group Home Permit Application** (F424) **\$150 + \$10 per bed**

**Juvenile Group Home Permit Application** (F423) **\$150 + \$10 per bed**

- An operational permit shall be required for Licensed Facilities shall be required. A fire inspection is conducted upon opening, upon change of ownership, and prior to expiration, and complies with the Arizona Department of Health Services (ADHS) requirements.
- Prior to submitting this application, you must have the following:
  - ✓ Zoning Approval
  - ✓ Certificate of Completion or Certificate of Occupancy (must have specific suite identified if located in a multi-tenant building)
  - ✓ Green-tagged Fire Sprinkler Permit (if 6 beds or more)
  - ✓ Current Building Permit (if still under construction)

**Base Price:** \_\_\_\_\_

**Bed Fee:** \_\_\_\_\_

**Expedited Inspection (optional):**     **+\$450 =** \_\_\_\_\_

**Total Cost of Permit =** \_\_\_\_\_

Business Information	
DHS License Number:	Number of State Licensed Beds:
Name of Facility:	
Facility Address:	
Facility Major Cross Streets:	
Is this a change of ownership? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Owner of Facility:	Owner Phone:
On-site Contact Name:	
On-site Phone:	On-site Fax:
Contact for Inspection:	Phone:
Email:	
<b>Payment is due at the time of application submittal. Inspection will not be scheduled until payment is processed.</b>	

Permit applications may be faxed to 602-495-7429, submitted in person weekdays 8 am to 5 pm at the address below, emailed to [applications.pfd@phoenix.gov](mailto:applications.pfd@phoenix.gov) or mailed to the address below.

For permit questions or to speak with a Fire Inspector please call: 602-262-6771

For more information visit [www.phoenix.gov/fire/prevention](http://www.phoenix.gov/fire/prevention)

# Phoenix Fire Department

## Fire Prevention



### Credit Card Payment Form\*

This form is provided for convenience only. Checks and cash are also accepted.

\* Credit card payments can only be accepted via fax, postal mail or in person.

This form does NOT qualify as the permit application, a separate permit application must be submitted.

Use for Records Requests		
<b>Address Researched:</b>		
<b>Company Requesting Research:</b>		
<b>What are you paying for?: Records, Job Name, Event, or Permit Number:</b>		
<b>Business, Event, or Job Address:</b>		
<b>Name of Event (if applicable):</b>		
<b>Credit Card Number</b> (enter 4 digits space 4 digits space...):	<b>Expiration Date:</b>	<b>Amount to be Charged:</b>
<b>Cardholder Name:</b>	<b>Billing Zip:</b>	
<b>Contact Name:</b>	<b>Phone Number:</b>	
<b>Other Instructions (i.e. fax/email receipt):</b>		
<b>Payment is due at the time of application submittal. All fees are non-refundable.</b>		
<b><i>Credit card payments will not be accepted by email or by phone.</i></b> Credit card payments may be faxed to 602-495-7429, submitted in person weekdays 8:00 am to 5:00 pm or mailed. For permit questions or to speak to a Fire Inspector call: 602-262-6771.  For more information see <a href="http://www.phoenix.gov/fire/prevention">www.phoenix.gov/fire/prevention</a>		

**Please note: This form will be destroyed once payment has been processed.**