

# Registration Instructions

**Step 1: Identify type of home or facility you plan to operate**

**Step 2: Locate a property.**

Contact PDD-Zoning to ensure spacing and zoning requirements are met.

- 1,320 foot separation requirement
- Tenants minimum residency is not to be less than one month

## Community Residence Home

Six to ten residents permitted in all single-family zoning districts with 1,320 foot spacing

Step 3: Pre-Registration

Step 4: Verify Parking

Step 5: Disability Accommodation / Zoning Disability Accommodation Committee Review (If applicable)

Step 6: Log-in Fire Plans or Occupancy Certification

Step 7: Pay Registration Fee

## Community Residence Center

Eleven or more residents permitted in multifamily zoning districts with a use permit and 1,320 foot spacing. Also subject to other site development standards:

- Lot coverage
- Open Space
- Vehicular access from arterial / collector streets

Step 3: Pre-Registration

Step 4: Verify site is meeting site development standards

Step 5: Verify building code occupancy group

Step 6: Disability Accommodation / Zoning Disability Accommodation Committee Review (If applicable)

Step 7: Apply for and obtain Use Permit

Step 8: Pay Registration Fee

## Obtain Other Items As Needed / Applicable

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

Licensing Resource:  
<https://www.azdhs.gov/licensing/index.php#form>  
<https://www.phoenix.gov/cityclerk/site/Pages/Structured-Sober-Living-Homes.aspx>



**City of Phoenix**

PLANNING & DEVELOPMENT DEPARTMENT