

NOTICE



Group Homes for up to six clients and up to two resident caregivers are allowed in single-family residences under state statutes for Residential Facilities (A.R.S. Sec. 36-582). This law overrides local zoning codes and deed restrictions, but requires that all group homes be at least 1200 feet from any other residential facility.

Note: The City receives calls on group homes regularly and cannot ensure that a site will remain available. **A complete application and processing fee of \$200 (non-refundable) is required to reserve a site. A site reservation will be valid for a period of twelve (12) months from the date of the zoning clearance letter. Group Homes must have a current state and city license to keep a group home status.**



GROUP HOME

"Quality community development through quality customer service"

CONTACT:



CITY OF EL MIRAGE
Planning and Zoning Division
Community Development Department

10000 N. El Mirage Road
El Mirage, AZ 85335
Phone 623-876-2996
FAX 623-876-4605
TDD 623-933-3258
www.elmirageaz.gov

CITY OF EL MIRAGE

GROUP HOMES Approval Process

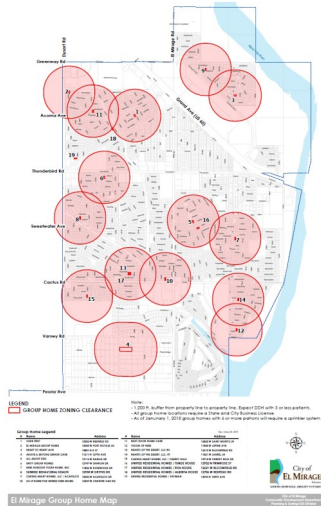
MAY 2019



Group Home Process

Steps for approval of a group home within the City of El Mirage are set forth in order as follows:

ITEM 1: ZONING CLEARANCE



The Planning and Zoning staff will verify the 1200-foot separation from other facilities as required by State Law. Sites cannot be held and there's no guarantee that other applications will not be submitted. If the site is available staff will accept a reservation with the submission of an application and fee. The reservation will be valid for a period of twelve months. A final approval will be granted once all documentation has been submitted to the Planning and Zoning Division.

To check a availability contact:
Jose A. Macias, Planner
Phone: 623-876-2996
E-mail: jmacias@elmirageaz.gov

ITEM 2: STATE LICENSING

The second step is to apply for your state license from the following agencies;

Arizona Department of Health Services
150 N 18th Ave., Phoenix, AZ 85007.
Website: www.azdhs.gov
Phone Numbers by Facility Type:

- Assisted Living: 602-364-2639
- Behavioral Health: 602-364-2595
- Mental health: 602-364-3030

Arizona Department of Economic Security
Arizona Department of Child Safety
P.O. Box 6123 Site Code 940A
Phoenix, AZ 85005-6123
Website: www.azdes.gov
1-877-543-7699

ITEM 3: FIRE INSPECTION

Group Homes with 6 or more residents will require a residential fire sprinkler system. A licensed contractor and building permit for sprinklers, but not for alarm systems.

To arrange an on-site inspection for advice on alarms or sprinklers contact:
David Smith, Building Official
Phone: 623-251-3502
E-mail: dsmith@elmirageaz.gov

ITEM 4: BUILDING PERMITS

Per City Code group homes are required to have a Certificate of Occupancy issued by the Building Safety Division.

For information on permits contact:
Ella Ochoa, Permit Technician
Phone: 623-251-3503
E-mail: eochoa@elmirageaz.gov

ITEM 5: BUSINESS LICENSE

City business licenses are \$100 per year and renewed each year in January. City licenses are issued by BizConnectPro at: [www.Biz ConnectPro.com/elmirage](http://www.BizConnectPro.com/elmirage) or by phoning 623-242-2491.

ITEM 6: FINAL APPROVAL

Submit copies of valid state license, fire and/or building inspections and city business license to receive final approval to operate a group home.

NOTE: Developmental Disable Homes (DDH) with 3 or less residents do not require a city clearance or fire inspection, but will require a city business license.

