

## **Structured Sober Living Home Defined**

Structured Sober Living Home means any community residence for people in recovery from drug and/or alcohol addiction that provides alcohol-free and drug-free housing that promotes independent living and life skill development and provides structured activities directed primarily toward recovering from substance use disorders in a staff-supervised setting.

## **License Application Requirements**

Every applicant for a license to operate a structured sober living home shall provide the following information and documentation:

- (1) The name and full street address of the structured living home;
- (2) The name, full street address, mobile and land phone numbers, email address, and driver's license or government issued identification number of the owner/operator of the structured sober living home;
- (3) After a house manager is hired, each house manager's name, full home living street address, mobile and land phone numbers, email address, and driver's license or government issued identification number;
- (4) The name, full street address, email address, and contact land and mobile telephone numbers of the property owner;
- (5) If the property is leased to the operator/owner of the structured sober living home, a copy of the lease that states that the property will be used as a structured sober living home;

- (6) Supervision requirements in the structured sober living home for the residents during all hours of operation;
- (7) The operation plan that facilitates the rehabilitative process and that addresses the maintenance of the property and noise abatement consistent with local ordinances;
- (8) The structured sober living home's rules and regulations, written intake procedures and relapse policy, and discharge plan;
- (9) An affirmation by the owner/operator that only residents (other than the house manager(s): who have the disability of addiction to drugs and/or alcohol as defined by the state and federal law are eligible to reside at the structured sober living home and the home will not admit persons who pose a direct threat to the health or safety of others such as persons on the sex offender registry or prison pre-parolee;
- (10) A blank copy of every form that residents and potential residents are required to complete;
- (11) A signed waiver by the owner or operator agreeing to allow entry into the common areas – living room, kitchen, dining room, back or side yard, etc. of a structured sober living home by a police or code enforcement officer upon demonstration that probable cause exists to believe that a violation of Prescott City Code Chapter 4-11 exists;
- (12) A signed and dated safety self-assessment checklist confirming that the following safety devices are installed and fully functional as well as a schedule for self-inspecting each device:

- a. Functioning smoke detectors in the sleeping rooms
- b. Functioning carbon monoxide detectors
- c. Functioning fire extinguishers in plain sight and/o clearly marked
- d. Interior and exterior of the property is in a functional, safe and clean condition and free of fire hazards.

- (13) A copy of the floor plan of the house that shows the layout, location, and size of each bedroom, and the number of beds in each bedroom. The applicant shall include:
- a. The maximum number of residents proposed to occupy the home now and in the future;
  - b. The number and square footage of each room to be occupied as a bedroom, excluding closet space;
  - c. The fee for the cost of processing of the application as set by resolutions of the city council of the City of Prescott.

## **Standards and Operating Rules and Regulations**

Each operator of a structured sober living home shall adopt and enforce operating rules and regulations that meet or exceed the standards of Prescott City Code 4-11.

## **WHAT FEES ARE REQUIRED?**

There are two licenses required for a Structured Sober Living Home, 1) a Structured Sober Living Home License and associated regulation and 2) a Community Residence Permit. The total fee for the Structured Sober Living Home license is \$600, consisting of a one-time Structured Sober Living application fee of \$150.00 and an annual life/safety inspection fee of \$450.00.

## **HOW DO I APPLY?**

Visit [www.prescott-az.gov](http://www.prescott-az.gov) to apply for or renew a license online. License fees are due during the application/renewal process.

## **LICENSE ISSUANCE**

Before issuing a license, the application will be reviewed and processed for compliance with certain zoning and business regulations. Most will have a quick turnaround time.

To view a complete copy of the City code, please go to: <http://www.prescott-az.gov>



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