

**Personal Care Home (PCH) / Community Living Arrangement (CLA)
In Single-Family Residential Zoning Districts**

PCH/CLA (3 or less)

**Contact: Permits Division, permitinfo@dekalbcountyga.gov
Apply online at epermits.dekalbcountyga.gov**

Application Requirements: (Processing time: 5 business days processing for complete applications)

1. Completed PCH/CLA application
2. Notarized documentation from property owner granting permission to use the residence as a PCH/CLA business (unless you are the property owner)
3. Independent fire inspection report of the residence
 - A licensed fire safety professional must conduct a full inspection of the home. The report should cover the entire residence and confirm approval to operate as a PCH/CLA.
4. Independent electrical inspection report
 - A licensed electrician must conduct a full inspection of the home. The report should cover the entire residence and confirm approval to operate as a PCH/CLA.
5. Septic inspection report by the Environmental Health Department (contact 404-508-7900), if home has a septic system
6. Copy of current DeKalb County water bill
7. Application Fee:
 - Floor Area 1,499 sq. ft. or less: \$250
 - Floor Area 1,500 sq. ft. or more: \$350
8. Email permitinfo@dekalbcountyga.gov upon receipt of permit fee to receive a copy of the permit card or you may download a copy from the online portal account.

Important note: Independent inspectors are selected by the applicant. DeKalb County does not provide referrals or recommendations for inspection services.

Next Steps – State & Business Licensing Requirements:

9. Apply for the State Certification through the Georgia Department of Community Health, Office of Regulatory Services, Personal Care Home Program (404-657-5850 or visit www.dch.ga.gov)
10. Once state certification is obtained, apply online through the [e-permitting portal](#) account for a home-based DeKalb County Business License. Attach a copy of the PCH/CLA permit, state certification, and all other required application documents.
11. Pay the business license fee and send an email notification to blicense@dekalbcountyga.gov
12. A copy of the business license will be emailed to the applicant, after which the PCH/CLA business may begin operations.

Important note: No business shall operate before or during the process of this application. Businesses are allowed to operate only upon issuance of a Business License. DeKalb County business licenses expire annually on December 31st. To remain in compliance, a renewal application for a business license must be submitted beginning January 1st of each year.

CCI/PCH/CLA (4 or more)

Contact: LaSondra Hill, lahill@dekalbcountyga.gov

Application Requirements:

1. Schedule a pre-application meeting for a Special Land Use Permit (SLUP)
 - Email requests to Mrs. Hill at lahill@dekalbcountyga.gov
 - The SLUP application fee is \$400.00 (see SLUP standards below)
2. Complete commercial alterations application following SLUP approval. All homes must be fully sprinkled and brought up to current code standards by a Georgia licensed professional
 - Submit an online commercial alterations application through the [e-permits portal](#) and upload all required documents
 - Pay the permit fee (minimum \$445) once the application is processed
 - The applicant will receive an email invitation to ProjectDox to upload scaled architectural floor plans of the home for review (Fire, Zoning, and Commercial Plans).
 - Once approved, download and print the permit card and approved plans from ProjectDox to begin upgrading the home.
3. Schedule all required inspections (Fire Marshal and Building Final):
 - Automated system: 404-371-3010
 - Online: applicants can schedule through their e-permitting portal account
 - For assistance with scheduling, contact Building Inspections: 404-687-2401 or Fire Marshal Inspections: 678-406-7750
4. Request a Certificate of Occupancy (CO)
 - After passing all required inspections, request the CO by emailing developmentinspections@dekalbcountyga.gov

Next Steps – State & Business Licensing Requirements:

5. Apply for State Certification through the Georgia Department of Community Health, Office of Regulatory Services, Personal Care Home Program (404-657-5850 or visit www.dch.ga.gov)
6. Apply for DeKalb County Business License
 - Apply online through the [e-permitting portal](#)
 - Attach copies of the CO and the state certification, and all other required application documents
 - Pay the business license fee and notify bllicense@dekalbcountyga.gov
 - A copy of the business license will be emailed to the applicant, after which the CCI/PCH/CLA business may begin operations.

Important Note: No business shall operate before or during the process of this application. Businesses are allowed to operate only upon issuance of a Business License. DeKalb County business licenses expire annually on December 31st. To remain in compliance, a renewal application for a business license must be submitted beginning January 1st of each year.

See definitions of Personal Care Home (PCH), Community Living Arrangement (CLA), and Child Caring Institution (CCI) as defined in DeKalb Zoning Code (page 4). Should you have any questions, please contact the Department of Planning & Sustainability at plansustain@dekalbcountyga.gov

Personal Care Home/Community Living Arrangement 3 or Less

Please check one: Personal Care Home: _____ Community Home: _____

Site Property Location/Address: _____

City: _____ State: _____ Zip: _____

APPLICANT:

Name: _____

Address: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Name of Home/Business: _____

Maximum Number of Live- in Residents Including Caregiver: _____	Type of Care <input type="checkbox"/> PCH <input type="checkbox"/> CLA	Type of Sanitary Facilities <input type="checkbox"/> Sewer <input type="checkbox"/> Septic Tank
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This application is filed requesting approval for: _____ PCH/CLA residents to reside in a personal care home at the property address listed above. (Number)

1. Applicant has applied for, or will immediately apply for, a permit for the operation of a Personal Care/Community Living Arrangement Home from the State of Georgia, Department of Human Resources, in accordance with its rules and regulations.
2. Personal Care/Community Living Arrangement home will meet and be operated in accordance with all applicable State and Federal laws and regulations and with all DeKalb County codes and regulations.
3. Additional information as deemed necessary by DeKalb County shall be submitted upon request.
4. This application is for a Personal Care/Community Living Arrangement home as defined in DeKalb Code 27-4.2.41

The undersigned hereby files this application for approval for a Personal Care/Community Living Arrangement home and certifies that the above information provided is correct and instructions will be complied with.

Date: _____

Applicant's Signature: _____

Applicant's Printed Name: _____

Text Amendment Summary

Family, Personal Care Home, Child Caring Institutions and Other Terms

The following is a summary of the approved text amendment establishing definitions; principal permitted uses, SLUP uses related to family, personal care homes, and child caring institutions and the related parking standards in each district. Amended by BOC on Aug 25, 2015.

Family: One (1) or more individual(s) related by blood, marriage, adoption, or legal guardianship, or not more than three (3) unrelated individuals, who live together in a single dwelling unit and who function as a single housekeeping unit, have established ties and familiarity with each other, jointly use common areas, interact with each other, and share meals, household activities, expenses and responsibilities. This definition shall include three (3) or fewer mentally handicapped, developmentally disabled persons, and other handicapped persons, as defined in the Fair Housing Act, 42 U.S.C. § 3601 et seq., living as a housekeeping unit and otherwise meeting the definition of "family" herein. For the purposes of calculating the number of persons who live in a dwelling, family members who are related by blood or legal status shall count as one (1) person.

Personal care home: A building(s) in which housing, meals, personal assistance services, and twenty-four-hour continuous watchful oversight for adults are provided and which facility is licensed or permitted as a personal care home by the State of Georgia. The term "personal care home" shall not include a "child care institution," "transitional housing," a "rehabilitation housing facility," a "rooming house," or a "boarding house." "Personal care home" includes a "community living arrangement," which is an establishment licensed by the State of Georgia and providing a residence for adults receiving care for mental health, development disabilities, and/or addictive diseases.

Personal care home, group: A personal care home that offers care to between four (4) and six (6) persons.

Child caring institution: A building(s) in which housing, meals, and twenty-four-hour continuous watchful oversight for children under the age of eighteen (18) are provided and which facility is licensed or permitted as a child caring institution by the State of Georgia. The term "child caring institution" shall not include a "child day care center or facility."

Child caring institution, community: A child caring institution that offers care to seven (7) or more children.

Child caring institution, group: A child caring institution that offers care to between four (4) and six (6) children.

Community living arrangement: "Personal care home" includes a "community living arrangement," which is an establishment licensed by the State of Georgia and providing a residence for adults receiving care for mental health, development disabilities, and/or addictive diseases.

Personal care home, community: A personal care home that offers care to seven (7) or more persons.

REVISIONS TO DISTRICTS

Allow “personal care home, group” and “child caring institutions, group” (4-6 persons) in single- family districts with SLUP: (See page 5).

- RE: (Residential Estate District)
- RLG: (Residential Large Lot District)
- R-100: (Residential Medium Lot District)
- R-85: (Residential Medium Lot District)
- R-75: (Residential Medium Lot District)
- R-60: (Residential Small Lot District)
- RSM: (Small Lot Residential Mix District)
- RNC: (Neighborhood Conservation District)

Allow “personal care home, group” and “child caring institutions, group” (4-6 persons) in all multi-family zoning districts as a permitted use:

- MHP: (Mobile Home Park)
- MR-2: (Medium Density Residential-2 District)
- HR-1,2,3: (High Density Residential-1,2,3 District)

Allow “personal care home, group” and “child caring institutions, group” (4-6 persons) in the following non-residential and mixed-use zoning districts as a permitted use:

- O-I: (Office – Institutional District)
- OIT: (Office – Institutional - Transitional District) – only Child Caring Institutions is permitted
- NS: (Neighborhood Shopping District) – only Child Caring Institutions is permitted
- C-1: (Local Commercial District)
- C-2: (General Commercial District)
- MU-1: (Mixed-Use Low-Density District)
- MU-2: (Mixed-Use Low-Medium Density District)
- MU-3: (Mixed-Use Medium Density District)
- MU-4: (Mixed-Use High-Density District)
- MU-5: (Mixed Use Very High-Density District)

Allow “personal care home, community” and “child caring institutions, community” (7 or more persons) as a permitted use in the following multi-family districts:

- MR-2: (Medium Density Residential-2 District)
- HR-1,2,3: (High Density Residential-1,2,3 District)

Allow “personal care home, community” and “child caring institutions, community” (7 or more persons) as a permitted use in the following non-residential and mixed-use zoning districts:

- O-I: (Office Institutional District)
- O-D: (Office Distribution District)
- C-1: (Local Commercial District)
- C-2: (General Commercial District)
- MU-1: (Mixed-Use Low-Density District)
- MU-2: (Mixed-Use Low-Medium Density District)
- MU-3: (Mixed-Use Medium Density District)
- MU-4: (Mixed-Use High-Density District)
- MU-5: (Mixed use Very High-Density District)

Provided parking standards in all related districts for “personal care home, group”, “personal care home, community”, “child caring institutions, group” and “child caring institutions, community”.

- Personal care home, group - Minimum Four (4) spaces
- Personal care home, community - Minimum 0.50 per number of beds
- Child caring institutions or group - Minimum Four (4) spaces
- Child caring institutions, community - Minimum 0.50 per number of beds

DEKALB COUNTY CODE- CHAPTER 27 SUPPLEMENTAL REGULATIONS

Sec. 4.2.41. - Personal care homes and child caring institutions.

A. *Personal care homes, general requirements.*

1. Each personal care home must obtain all license(s) and/or permit(s) required by the State of Georgia in order to operate. Each personal care home licensed and/or permitted by the State of Georgia must display its state-issued license(s) and/or permit(s) in plain view, visible from the front doorway of the facility.
2. No personal care home may display any exterior signage that violates the sign ordinance in [chapter 21](#) of the Code or the sign provisions in the zoning regulations for the underlying zoning district where the personal care home is located.
3. Personal care homes may apply for an FHA Accommodation Variance as provided for in [section 7.5.9](#) of this chapter.

B. *Personal care home, group (four (4) to six (6) persons). **Special land Use Permit (SLUP) REQUIRED***

1. Two (2) copies of complete architectural plans for the subject group personal care home, signed or sealed by a registered architect, shall be submitted to the director of planning prior to issuance of a building permit or business license.
2. Each group personal care home must provide at least four (4) parking spaces within a driveway, garage or carport and must comply with any applicable requirements in [article 6](#).
3. In order to prevent institutionalizing residential neighborhoods, no group personal care home located in the RE, R-LG, R-100, R-85, R-75, R-50, R-SM, or MR-1 zoning district may be operated within one thousand (1,000) feet of any other group personal care home. The one-thousand-foot distance requirement is measured by a straight line which is the shortest distance (i.e., "as the crow flies") between the property lines of the two (2) tracts of land on which the group personal care homes are located.

C. *Personal care home, community (seven (7) or more persons).*

1. Two (2) copies of complete architectural plans for the subject community personal care home, signed or sealed by a registered architect, shall be submitted to the director of planning prior to issuance of a building permit or business license.
2. Each community personal care home must provide at least one-half (0.50) parking spaces for each employee and resident, and must comply with any applicable requirements in [article 6](#).

D. *Child caring institutions, general requirements.*

1. Each child caring institution must obtain all license(s) and/or permit(s) required by the State of Georgia in order to operate. Each child caring institution must display its state-issued license(s) and/or permit(s) in plain view, visible from the front doorway of the facility.
2. No child caring institution may display any exterior signage that violates the sign ordinance in [chapter 21](#) of the Code or the sign provisions in the zoning regulations for the underlying zoning district where the personal care home is located.

E. *Child caring institution, group (four (4) to six (6) children).*

1. Two (2) copies of complete architectural plans for the subject group child caring institution, signed or sealed by a registered architect, shall be submitted to the director of planning prior to issuance of a building permit or business license.
2. Each group child caring institution must provide at least four (4) parking spaces within a driveway, garage or carport, and must comply with any applicable requirements in [article 6](#).

F. *Child caring institutions, community (seven (7) or more children).*

1. Two (2) copies of the complete architectural plans of the subject community child caring institution, signed and sealed by a registered architect, shall be submitted to the director of planning prior to issuance of a building permit or business license.
2. Each community child caring institution must provide at least one-half (0.50) parking spaces for each employee and resident, and must comply with any applicable requirements in [article 6](#).

The Zoning Code amendments per this document were adopted on August 25, 2015, by the DeKalb County Board of Commissioners.