

# **Steps to Obtain a Facility License (for the property) to Operate an Adult Residential Facility.**

From DPSS/Community Care Licensing

## **Step 1**

**Read this Document:** [The Licensing Process FAQ](#)

## **Step 2**

**Complete Online Orientation**

<http://www.cclcd.ca.gov/res/pdf/RegistrationInstructions.pdf>

## **Step 3:**

Check your property is not within 300 feet of another ARF.

<https://secure.dss.ca.gov/CareFacilitySearch/Search/AdultResidentialAndDaycare>

## **Step 4**

**Complete and Submit PART A and B License Application**

<http://www.cdss.ca.gov/Portals/9/FMUForms/I-L/LIC281.pdf?ver=2017-04-20-113701-100>

Most operators of facilities are an LLC or Corp.

<https://www.legalzoom.com/business/business-formation/>

You will need a lease title or mortgage statement to show control of the property.

Consider using the name of the street of the facility for the name of your facility.

The name of your facility can be separate from the name of the business or corp.

*For example: Alondra Residential*

## **Step 5**

Consider obtaining a fire inspection prior to submitting your license application.

Contact your local fire dept for a pre-inspection for an Adult Residential Facility.

## **Step 6**

After you submit your application you will be notified by Licensing. Once an LPA is assigned to your application you may receive corrections