Agency & Licensing Resource Guide

ARIZONA ASSISTED LIVING | OWNER & BUYER RESOURCE

Find the right agency before you buy, open, expand, or change ownership. This guide connects statewide licensing resources with local zoning, building, and fire review for 14 Arizona cities and towns.

Start with the exact property

Use the street address and assessor parcel number to confirm jurisdiction. A mailing address can name a city even when the property is outside its limits. Confirm the planning/building authority and the fire authority separately; they may cover different boundaries.

Four workstreams to coordinate

Facility licensing: ADHS. Individual manager certification: the NCIA Board. Property use and construction: the city or county planning/building office. Fire and life safety: the authority responsible for the parcel. Entity registration, taxes, and payer enrollment are additional workstreams when applicable.

Find your section

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Official resource links reviewed October 9, 2026. Click the resource names in the digital PDF. For a printed copy, visit the displayed domain and search the resource title. Confirm current forms, fees, and requirements with each agency.

State licensing & credentials

Arizona Department of Health Services (ADHS)

Start here for assisted living facility applications, renewals, ownership changes, provider resources, and licensing questions. ADHS directs applications and renewals through its Licensing Management System. Use the current agency instructions rather than an old downloaded form.

- Residential Facilities / Assisted Living Licensing | azdhs.gov
- Licensing Management System portal | facility-licensing.azdhs.gov

Ask: Which license/application route, care services, capacity, documents, and inspections apply to this transaction or opening?

NCIA Board - manager certification

The Board of Examiners of Nursing Care Institution Administrators and Assisted Living Facility Managers is the starting point for individual manager certification. Confirm the route for your background, approved training, experience documentation, examination, renewal, and credential verification.

- Start a manager certificate application | nciaboard.az.gov
- NCIA Board official website | nciaboard.az.gov

Ask: What remains before my proposed manager can hold the appropriate active credential?

Arizona Department of Public Safety - fingerprint cards

Use DPS for fingerprint-clearance applications, replacement requests, status checks, and card services. Ask the licensing or certifying agency which statutory reason and application category apply before submitting.

- Fingerprint Clearance Card services | azdps.gov

AZ Care Check - facility research

Use the official ADHS search as part of facility diligence. Match the address and licensee, review available licensing and inspection information, and request clarification or additional records when something is missing. A public search does not replace a complete diligence review.

- AZ Care Check | azcarecheck.azdhs.gov

> Keep the approvals separate. A business entity filing, a manager certificate, a local permit, and an ADHS facility license answer different questions. Track each approval and its effective date.

Business & payer resources

Arizona Corporation Commission (ACC)

Use the Corporations Division for Arizona corporation and LLC filings, foreign-entity authority, changes to an entity, and entity searches. The site links to Arizona Business Center (ABC). Have counsel align the buyer entity, licensing applicant, contracts, and real estate ownership.

ACC Corporations Division | azcc.gov

Ask: Is the intended entity formed or authorized, and are its name and controlling persons consistent across the transaction documents?

Arizona Department of Revenue (ADOR)

Use the business resources to identify tax registration, withholding, and other tax obligations that apply to your activities. Ask ADOR and your accountant which tax classifications apply; do not assume every assisted living service requires the same tax treatment.

ADOR business resources | azdor.gov

Ask: Which registrations and filings apply to the operating company, property company, and employees?

Arizona Business One Stop

This government portal helps organize business setup and related registrations. Use it as an administrative starting point alongside the specific agencies. It does not replace facility licensing, local property review, or professional advice on the best entity structure.

Business One Stop | businessonestop.az.gov

AHCCCS / Arizona Long Term Care System (ALTCS)

If your business plan includes ALTCS residents, investigate provider enrollment, the appropriate assisted living provider type, and health-plan contracting separately from ADHS licensing. Confirm reimbursement, eligibility, authorizations, and any ownership-change steps before relying on payer revenue.

Provider enrollment and revalidation (APEP) | azahcccs.gov

Assisted Living Home provider type 36 policy | pepm.azahcccs.gov

Ask: What enrollment, contracting, and transaction-specific approvals are needed before this operator can serve and bill for eligible members?

Also ask the local jurisdiction whether a business license or registration applies. City business licensing is separate from ADHS facility licensing. Have your accountant and counsel address payroll, insurance, entity records, and tax reporting.

Confirm the county & boundaries

Use these offices when the parcel is outside city limits or the city directs you to county review. Confirm jurisdiction from the parcel, not just its mailing address. For a boundary dispute or unusual site, request a written determination.

Maricopa County

Relevant county starting point for unincorporated parcels near Phoenix, Scottsdale, Mesa, Chandler, Gilbert, Glendale, Peoria, Surprise, Tempe, and Goodyear. Planning & Development covers county land-use review, permits, inspections, and code compliance.

Planning & Development | maricopa.gov

Pima County

For unincorporated parcels near Tucson, begin with Development Services. The county also publishes specific assisted living, residential care, and group-home building review information. Ask which classification fits your proposed residents and services.

Development Services | pima.gov

Assisted Living / Residential Care / Group Home - Building | pima.gov

Yavapai County

For unincorporated parcels near Prescott or Prescott Valley, Development Services is the county entry point for planning, building, permitting, and environmental services. Confirm any septic, access, or site constraints before budgeting improvements.

Development Services | yavapaiaz.gov

Coconino County

For parcels outside Flagstaff city limits, Community Development provides links to planning, building, engineering, and environmental quality. Ask which site, wastewater, access, and building reviews apply to the property.

Community Development | coconino.az.gov

> Fire authority is a separate check. Ask the planning office which fire department, fire district, or other authority reviews the parcel. Also confirm utility, wastewater, and access authorities where the site requires them.

Phoenix / Scottsdale

LOCAL PROPERTY & FIRE REVIEW

Phoenix

Maricopa County

Begin with Planning and Development for use classification, zoning, permit history, and proposed construction. The city has a dedicated group homes and community residences resource that includes assisted living uses. Route fire review to Phoenix Fire Prevention.

- Planning and Development | phoenix.gov
- Group Homes and Community Residences | phoenix.gov
- Fire Prevention | phoenix.gov

Ask the local reviewers: Which local use classification and registration route apply to this address and resident count? What building and fire review is needed for the proposed care model?

Scottsdale

Maricopa County

Use Planning and Development for land use, building permits, and property records. Review the city's care homes and group homes page before requesting an address-specific determination. Use Fire Inspection and Permit Services for inspection and fire-permit questions.

- Planning and Development | scottsdaleaz.gov
- Care Homes and Group Homes | scottsdaleaz.gov
- Fire Inspection and Permit Services | scottsdaleaz.gov

Ask the local reviewers: How is this proposed home classified locally? Which care-home, building, evacuation-plan, and fire inspection requirements apply to the existing layout?

Resource names link to official sources. Questions are an inquiry framework; confirm requirements for the exact parcel and proposal.

Mesa / Chandler

LOCAL PROPERTY & FIRE REVIEW

Mesa

Maricopa County

Development Services handles planning, building review, and inspections. Mesa Fire and Medical publishes assisted living home inspection information on its Fire Code page. Ask how that program applies to the specific home rather than relying on a previous seller's inspection.

- Development Services | mesaaz.gov
- Fire Prevention | mesaaz.gov
- Fire Code / assisted living inspection information | mesaaz.gov

Ask the local reviewers: What local approvals and permit records support the existing operation? Do annual assisted living fire inspections apply, and what corrections or upgrades remain outstanding?

Chandler

Maricopa County

Start with Planning and Zoning and the city's residential care/group-home zoning clearance process. Development Services can route building and permit questions; Fire Prevention handles local fire review. Confirm the correct application category before using a group-home form.

- Planning and Zoning | chandleraz.gov
- Residential Care / Group Home Zoning Clearance Process (2026 PDF) | chandleraz.gov
- Development Services | chandleraz.gov
- Fire Prevention | chandleraz.gov

Ask the local reviewers: What zoning clearance, registration, separation review, or other process applies to this parcel? Does a change in operator, capacity, or layout require updated approvals?

Resource names link to official sources. Questions are an inquiry framework; confirm requirements for the exact parcel and proposal.

Gilbert / Glendale

LOCAL PROPERTY & FIRE REVIEW

Gilbert

Maricopa County

Gilbert is a town. Use Development Services and its One Stop Shop to route planning, plan review, and inspection questions. The department includes Building & Fire resources. Confirm the review sequence before submitting construction drawings or buying equipment.

- Development Services | gilbertaz.gov
- One Stop Shop / customer service | gilbertaz.gov
- Building & Fire | gilbertaz.gov

Ask the local reviewers: What planning approval comes first for this use? Who reviews the building and fire plans, and which business registration requirements apply to the operator?

Glendale

Maricopa County

Use the current glendaleaz.gov Planning & Zoning and Building Safety pages for the property review. Fire Prevention is a separate resource for fire and life-safety inquiries. Request the permit and occupancy records supporting any previous care use.

- Planning & Zoning | glendaleaz.gov
- Building Safety, Codes & Services | glendaleaz.gov
- Fire Prevention | glendaleaz.gov

Ask the local reviewers: How is this care use classified? What does the existing permit or occupancy record authorize, and which building or fire reviews apply to the proposed changes?

Resource names link to official sources. Questions are an inquiry framework; confirm requirements for the exact parcel and proposal.

Peoria / Surprise

LOCAL PROPERTY & FIRE REVIEW

Peoria

Confirm county and parcel jurisdiction

The city Development Services Portal lists Building Development, Engineering, Fire, and Planning information and inspection scheduling. Start there for current submittal routes. Use Planning record search for available case history and ask city staff to identify any missing records.

- Development Services Portal - Building, Planning & Fire | devservices.peoriaaz.gov
- Planning record search | devservices.peoriaaz.gov
- City ordinances and resolutions search | peoriadocuments.peoriaaz.gov

Ask the local reviewers: Which planning and building approvals apply to the parcel? Which Fire permit or inspection route should an assisted living operator use, and where are past approvals recorded?

Surprise

Maricopa County

Community Development is the starting point for planning, permitting, and building safety. The city offers zoning maps and a zoning-verification-letter resource. Use Fire Prevention to confirm the fire review for the home, its capacity, and resident evacuation needs.

- Community Development | surpriseaz.gov
- Planning & Zoning / verification-letter resources | surpriseaz.gov
- Fire Prevention | surpriseaz.gov

Ask the local reviewers: Can the city provide a written zoning determination for the proposed use? Which building, registration, and fire inspections need to be completed before opening or changing the operation?

Resource names link to official sources. Questions are an inquiry framework; confirm requirements for the exact parcel and proposal.

Tempe / Goodyear

LOCAL PROPERTY & FIRE REVIEW

Tempe

Maricopa County

Community Development brings together planning and construction review. Project Assistance helps coordinate project questions, and the city's applications/forms page includes a group-home supplemental permit application. Confirm whether that form is appropriate for your assisted living proposal.

- Community Development | tempe.gov
- Project Assistance | tempe.gov
- Applications + Forms | tempe.gov
- Fire Prevention | tempe.gov

Ask the local reviewers: Which planning and supplemental applications apply? Can Project Assistance coordinate the building and fire reviewers for this address and proposed resident needs?

Goodyear

Maricopa County

Development Services covers planning, building safety, and permitting. The Development Center provides the online application route. Fire Prevention handles existing-business fire code and inspection services; its inspection page directs new-construction inspections to Development Services.

- Development Services | goodyearaz.gov
- Development Center | goodyearaz.gov
- Fire Prevention | goodyearaz.gov
- Request a fire inspection | goodyearaz.gov

Ask the local reviewers: Is this review for an existing operation or new construction/change of use? Which division schedules each required inspection, and what permit records must be updated?

Resource names link to official sources. Questions are an inquiry framework; confirm requirements for the exact parcel and proposal.

Tucson / Prescott

LOCAL PROPERTY & FIRE REVIEW

Tucson

Pima County

Use Planning & Development Services for city land-use and building review. Property Research Online can help locate available address and permit records. Tucson Fire Prevention provides fire inspection resources. Outside city limits, use the Pima County contacts on page 4.

- Planning & Development Services | tucsonaz.gov
- Property Research Online | pro.tucsonaz.gov
- Fire Prevention | tucsonaz.gov

Ask the local reviewers: Is this parcel within Tucson city jurisdiction? Which local use, occupancy, construction, and fire reviews apply, and are older property records available through a records request?

Prescott

Yavapai County

Planning & Zoning handles city land-use review. The Permit Center coordinates permitting and publishes fire-system permit categories. Start with Prescott Fire for the fire authority inside the city, and confirm the parcel if it is near a boundary or outside city limits.

- Planning & Zoning | prescott-az.gov
- Permit Center | prescott-az.gov
- Prescott Fire Department | prescott-az.gov

Ask the local reviewers: Which land-use and building approvals are needed for the care operation? Do access, slope, wildfire, historic-property, or fire-system reviews apply to the proposed site or work?

Resource names link to official sources. Questions are an inquiry framework; confirm requirements for the exact parcel and proposal.

Prescott Valley / Flagstaff

LOCAL PROPERTY & FIRE REVIEW

Prescott Valley

Yavapai County

Town Development Services covers planning, building, permits, and inspections. Central Arizona Fire and Medical Authority (CAFMA) is the regional fire starting point; confirm its jurisdiction for your parcel. The town announced a permitting-platform migration for October 12, 2026, so use its department page for current portal instructions.

- Town Development Services | prescottvalley-az.gov
- CAFMA Fire Prevention | cazfire.gov
- CAFMA Forms and Permits | cazfire.gov

Ask the local reviewers: Who has building and fire jurisdiction for this address? What is the current application portal, and how should pending applications be handled during the system transition?

Flagstaff

Coconino County

Start with city Planning & Development Services for zoning and building questions. Flagstaff Fire Prevention publishes separate permit and inspection resources. Use Coconino County for parcels outside city limits; confirm the local fire authority independently.

- Planning & Development Services | flagstaff.az.gov
- Fire Prevention | flagstaff.az.gov
- Fire Permits and Inspections | flagstaff.az.gov

Ask the local reviewers: What approvals apply to the resident capacity and care model? What access, winter evacuation, fire-system, or wildfire considerations should be included in the site and operating plan?

Resource names link to official sources. Questions are an inquiry framework; confirm requirements for the exact parcel and proposal.

Property inquiry & checklist

Prepare one project summary

I am evaluating an assisted living operation at [street address and parcel number]. The proposal is [new opening / acquisition / expansion], with [resident capacity], [care services], and [resident evacuation needs]. Planned work includes [alterations]. Please confirm your jurisdiction, the applicable use/occupancy classification, required approvals, current forms and fees, and the correct review sequence.

Ask each office for a written answer

Planning: Is the proposed use allowed, and what registration, zoning clearance, special approval, or other process applies? Building: Does the existing permit/occupancy record fit the proposal, and what plans, permits, accessibility review, or inspections are needed? Fire: What occupancy, evacuation, alarm, sprinkler, access, and inspection requirements apply to these residents and this building?

Track the documents that support the decision

Keep jurisdiction confirmations, correspondence, zoning determinations, approved plans, permit numbers, inspection results, license/credential records, corrections, and effective dates together. For an acquisition, request existing records and confirm which remain applicable after the proposed changes.

Coordinate the opening or handover

Arizona law states that a new owner may not begin operating until ADHS issues a license to that owner. Confirm the transaction-specific application and notice duties with ADHS and counsel. Align licensing, local approvals, qualified management, insurance, staffing, payer arrangements, and closing conditions before operational control changes.

A.R.S. 36-422 - licensure and change-of-ownership provisions | azleg.gov

Your project record

Property address / parcel number: _____

Planning, building, and fire authorities confirmed: _____

Agency contacts / case and permit numbers: _____

Outstanding approvals / responsible person / due date: _____

Target opening or handover date / remaining conditions: _____

Independent educational resource guide. Agency links do not imply government affiliation or endorsement. This guide is not legal advice or an approval to operate. Resources reviewed October 9, 2026; verify current requirements directly with the responsible agencies.