



GROUP HOME SPECIAL USE PERMIT SUBMITTAL CHECKLIST

All Applicants Must Provide The Following:

- 1. Completed Group Home Application Form (a Special Use Permit Form for six (6) or fewer residents or an Operator's Permit Form for seven (7) or more tenants)
- 2. A copy of the Group Home's House Rules
- 3. A copy of the written Intake Procedures
- 4. A copy of the Sober Living Home Relapse Policy
- 5. Blank copies of all forms that all residents and potential residents are required to complete

In Addition To The Above Requirements, Applicants For Group Home with Six (6) or Fewer Residents Located in a Multifamily Residential Zone Must Also Provide:

- 6. Acceptable Live Scan Report for all owners/operators who have contact with residents, corporate officers with operational responsibilities, house managers and counselors (each Live Scan screening must be performed using a form provided by City of Costa Mesa staff with an assigned tracking code that is unique to each applicant)

Applicants For Group Home with Seven (7) or More Residents Located in a Multifamily Residential Zone Must Provide:

- 7. Items 1-5 listed above
- 8. A copy of a Conditional Use Permit pursuant to City of Costa Mesa Municipal Code Section 13-323.



Approvals/Denials

The Development Services Director (Director) is responsible for approving or denying this application subject to a hearing by the Director or designee.

Materials Included In Application Packet

Additional material included in this packet:

- Table: Permit Requirements for Group Homes, Sober Living Homes, and Residential Care Facilities
- Permit Processing Procedures
- Group Home Application Form
- Group Home FAQs

Contact Us

City of Costa Mesa
Development Services Department
Phone: (714) 754-5618
Fax: (714) 754-4856
Hours: Monday through Friday, between 8 a.m. and 5 p.m.
Email: PlanningCommission@costamesaca.gov
Website: www.costamesaca.gov