



Case Number: _____

Personal Care Home Application

Fee Schedule

Application Fee: \$75.00

Annual Fee: \$225.00

Background Checks: \$30.00

Check List

Please make sure all information requested is complete and included with the application packet before continuing to the departmental approval.

- _____ Completed Application
- _____ State Permit Application and Approved State Permit
- _____ 3 Non-Family References (Names, Addresses, and Phone Numbers)
- _____ Employee List with Affidavits from DCH or DHR
- _____ Copy of Current Liability Insurance for each location

Please return the complete application packet and corresponding documents to the:

Fayette County Marshal's Office
140 West Stonewall Ave.
Suite 205
Fayetteville, GA 30214
770-305-5417
(Tuesday and Thursday 8 am to 11 am)

Approved: _____ Not Approved: _____ Signature: _____ Date: _____

Departmental Approval for Personal Care Home

Make sure to have the completed application and all required information before beginning the approval process.

1. Planning and Zoning Department - Suite 202 - 770-305-5421

Print Name: _____

Reviewed By: _____ Approved: ____ Denied: ____ N/A: ____

Date: _____

2. Environmental Health - Suite 200 - 770-305-5421

(Septic System Capacity Number of Bedrooms: ____)

Print Name: _____

Reviewed By: _____ Approved: ____ Denied: ____ N/A: ____

Date: _____ GA DPH TA Permit Required: Yes ____ No ____

3. Building Safety Department - Suite 201 - 770-305-5403

Print Name: _____

Reviewed By: _____ Approved: ____ Denied: ____ N/A: ____

Date: _____

4. Fire Marshal's Office - Suite 214 - 770-305-5414

Print Name: _____

Reviewed By: _____ Approved: ____ Denied: ____ N/A: ____

Date: _____

5. Marshal's Office - Suite 205 - 770-320-6070

Print Name: _____ Background Check: _____

Reviewed By: _____ OTC: ____

Date: _____ Approved: ____ Denied: ____ N/A: ____

Personal Care Home Permit Application

1. Occupational Tax Number: _____
2. Business Name: _____
3. Business Street Address: _____
City: _____ State: _____ Zip: _____
4. Business Mailing Address: _____
City: _____ State: _____ Zip: _____
5. Business Phone Number: _____
6. Business Email Address: _____
7. Business Web Address: _____
8. How many employees including Owner and Administrator? _____

Administrator Information

1. Last Name: _____ First: _____ Middle: _____
2. Personal Home Address: _____
City: _____ State: _____ Zip: _____
3. Personal Telephone Number: _____ Work Number: _____
4. Personal Email Address: _____

Owner Information

1. Last Name: _____ First: _____ Middle: _____
2. Personal Home Address: _____
City: _____ State: _____ Zip: _____
3. Personal Telephone Number: _____ Work Number: _____
4. Personal Email Address: _____

I hereby certify that I am the owner or authorized agent or representative of the business named. I further certify that the foregoing information is true and correct to the best of my knowledge.

Signature Date

Criminal History

Do not sign unless in the presence of a notary.

In the spaces provided below, list all convictions including pleas of nolo contendere, first offender, forfeiture of bond, etc., for any felony or misdemeanor, crimes of moral turpitude, gambling, sexual offenses, assault, battery, family violence, or illegal drugs within the five years prior to the date of application:

<i>Date of Offense</i>	<i>Place of Offense</i>	<i>Type</i>	<i>Disposition</i>
1.			
2.			
3.			

If additional space is required, attach a sheet with the additional offenses and information.

Under Georgia Criminal Code Section 16-10-20, any person who knowingly and willfully falsifies, conceals, or covers up any trick, scheme, or device, makes a false, fictitious, or fraudulent statement or representation, shall, upon conviction, therefore, be punished by a fine of not more than \$1,000.00 or by imprisonment for not less than one year nor more than five years, or both.

I have read and understand that any falsehood or half-truth submitted in this application is a felony and will render me ineligible to operate a Personal Care Home in this County. I also understand that any falsehood or half-truth discovered by investigators during the term of this permit (which is one year from the date of the application) is grounds for its revocation and my subsequent prosecution.

I hereby authorize the Fayette County Marshal's Office to receive any criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

Signature of Applicant

Date

Sworn and subscribed before me this ____ day of _____, 20____.

Notary

Verification

Do not sign unless in the presence of a notary.

I, _____, applicant, do solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Fayette County Personal Care Home are true, and no false or fraudulent statement or answer is made therein to procure the granting of such permit.

Applicant's Signature

I certify that the above signed has provided me with proper documentation as verification of his/her identity. I also certify that he/she signed his/her name to the foregoing application after stating to me that he/she knew and understood all statements and answers made therein, and under oath administered by me, has sworn that said statements and answers are true.

This: _____ day of: _____, _____.

(Affix Seal)

Notary Public

Personal Care Home Ordinance

- My signature acknowledges that I have read and understand the Fayette County Personal Care Home ordinance.
- It is my responsibility to know its content.
- This ordinance is strictly enforced.

Should you have any questions, please call this office at 770-305-5417.

Applicant's Signature
(full name signed in ink)

Affidavit Verifying Status For County Public Benefit Application

By executing this affidavit under oath, as an applicant for a Fayette County, Georgia Business Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a Fayette County Business Occupation Tax Certificate, Alcohol License, Tourist Accommodation Permit or other public benefit (circle one) for _____ [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant Date

Printed Name

* _____
Alien Registration number for non-citizens

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20_____

Notary Public
My Commission Expires: _____

***Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien," legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below: _____.



Marshal's Office
140 Stonewall Ave W Suite 205
Fayetteville, GA 30214
770-320-6070
Fayettecounyga.gov



AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize the Fayette County Marshal's Office to receive any Georgia criminal history record information obtained through the Georgia Crime Information Center (G.C.I.C.)

All information must be completely filled out.

LAST FIRST MIDDLE MAIDEN

STREET ADDRESS CITY STATE ZIP

DATE OF BIRTH SEX SOCIAL SECURITY NUMBER

RACE: AMERICAN INDIAN ASIAN BLACK WHITE
(Per GCIC/NCIC guidelines, only the above races will be accepted for Criminal History purposes by the Georgia Crime Information Center.)

Department: _____ Purpose: _____

Please check all that applies:

- Employment/Permitting/Volunteer (Purpose Code 'E')
- Employment/volunteer work with children (Purpose code 'W')
- Employment/volunteer work with elder care (Purpose code 'N')
- Employment/volunteer work with mentally disabled (Purpose code 'M')

This authorization is valid for 90 days from date of signature.

Signature: _____ Date: _____

Criminal History Result: Approved Denied