



*Building Inspections and Permits*  
936-522-3610

**CITY OF CONROE**  
Est. 1904

### **Community Home Registration Form**

Sec. 18-381 of the Conroe Code of Ordinances requires registration of any community home within the city limits.

A **community home** means a residential facility qualified under Texas Human Resources Code section 123.004 that only serves persons with a disability and that complies with sections 123.005 through 123.008 of that code.

A **boarding home** or **assisted living facility** may not be located on residential property unless the facility qualifies as a community home and is occupied only by disabled persons and the proprietor or proprietor's staff.

Sec. 18-382 provides accessibility and life safety requirements for community homes:

- (a) Every community home must be fully accessible to persons with disabilities and all doors, halls, walkways, toilets and bathing facilities must be suitable for wheelchair access.
- (b) Every community home must be equipped with an automatic fire suppression system and comply with any life safety standard established by the state and applicable to the particular use or services provided by the community home. In the event of a conflict between the state and local standards the most stringent shall be enforced by the city. The city's fire marshal shall determine which standard establishes the most stringent requirement.

Section 18-383 provides other requirements that are applicable to a community home:

- (a) A community home, including but not limited to one operated as an assisted living facility or boarding home, is subject to the following requirements:
  - (1) A community home must meet all applicable state and local licensing or registration requirements and must be operated in accordance with all applicable rules and regulations;
  - (2) The exterior structure of a community home must be compatible with the surrounding residential dwellings;
  - (3) The maximum occupancy of a community home is eight persons and is limited to not more than two supervising staff and not more than six disabled persons.
  - (4) The maximum number of vehicles kept on the premises or on an adjacent public right-of-way for residents and staff of a community home cannot exceed the number of bedrooms in the home;

**300 West Davis, Conroe, Texas 77301**

- (5) A community home may not be located within one-half mile of another community home.
- (b) When a community home is proposed to be established in a residential neighborhood that has a neighborhood association registered with the city the director shall require the applicant to obtain the association's concurrence that proposed exterior structure of the home is compatible with the surrounding residential dwellings.
- (c) A community home may not be located within one-half mile of another community home.

**Name of Home:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**MCAD Parcel Number (R123456):** \_\_\_\_\_

**Legal Description of the tract of land on which the home is located:** \_\_\_\_\_

\_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Home Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Owner's Email Address:** \_\_\_\_\_

**Owner's Address:** \_\_\_\_\_

**Owner's Mailing Address (if different from address):** \_\_\_\_\_

\_\_\_\_\_

**Facility Identification Number:** \_\_\_\_\_

**License Number:** \_\_\_\_\_

**State Registration Number:** \_\_\_\_\_

**Maximum number of beds in the facility:** \_\_\_\_\_

**Describe the type of security and resident monitoring systems to be used at the home/facility:**

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\_\_\_\_\_

\_\_\_\_\_

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**Describe the services you provide to residents at the home/facility:** \_\_\_\_\_

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**Required Documents:**

- Provide diagram of home showing emergency evacuation plans.
- Provide copies of all licenses for the home and all operators.
- Provide Registration Fee of \$200.00.

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**(Print Full Name)**

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**(Signature)**

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**(Date)**

**All structures that are to be occupied by persons must have a current Certificate of Occupancy from the City of Conroe. The Building Official may close any structure that does not have a valid Certificate of Occupancy.**