

Florida Care Home Licensing and Compliance Tracker

A printable project workbook for organizing the assisted living facility licensing pathway, supporting records, inspections, and follow-up.

Applicant / entity	Facility address	Target opening

Choose the correct license

Confirm the Standard license and any specialty license needed for the proposed residents and services. Specialty authority may include Extended Congregate Care, Limited Nursing Services, or Limited Mental Health.

State-specific milestone plan

#	Milestone	Owner	Target	Complete
1	Confirm the Standard license and every specialty license required for planned services.			
2	Register for AHCA online licensing and obtain the current application checklist.			
3	Complete ownership, administrator, financial-ability, zoning, and facility documents.			
4	Prepare emergency power and emergency management materials plus required resident forms.			
5	Prepare staff training, background screening, resident assessment, medication, and operating records.			
6	Complete AHCA review and surveys, close findings, and calendar online renewal requirements.			

Important

Educational planning tool only. Verify current requirements, forms, revision dates, fees, and deadlines with Florida Agency for Health Care Administration (AHCA) and applicable local agencies. This resource is not legal, licensing, accounting, employment, insurance, medical, tax, zoning, building-code, or fire-code advice.

Application and Supporting Document Control

Record the exact current form, revision date, responsible person, submission status, and retained copy location.

AHCA Form 3110-1008 and current checklist, proof of financial ability for the applicable bed count, addenda, local approvals, emergency plans, and specialty-license materials when applicable.

Document group	Form / version	Status	Owner	File / notes
State application and checklist		Not started		
Ownership / entity disclosures		Not started		
Administrator / manager records		Not started		
Property control and local approvals		Not started		
Life-safety / fire / construction materials		Not started		
Staffing, training, and background records		Not started		
Policies, procedures, and sample forms		Not started		
Financial ability / fees / payment evidence		Not started		
Emergency and resident-document systems		Not started		
Agency correspondence and corrections		Not started		

Property, Survey, and Correction Tracker

Coordinate state review with zoning, building, fire, health, and other local requirements that apply to the property and operating plan.

Approval	Agency	Contact	Requested	Status	Next step
Zoning / permitted use					
Building / occupancy					
Fire / life safety					
Accessibility					
Food / water / septic, if applicable					
State licensing review					

Deficiency and response log

Date	Agency request / finding	Owner	Due	Response / evidence	Closed

Recurring Compliance Calendar

Set dates from the current license, rule, agency notice, local approval, insurance policy, and facility policy. Do not assume a generic frequency.

Item	Required frequency	Last done	Next due	Owner	Evidence
License renewal / fee					
Administrator or manager credential					
Staff training and competency					
Background / registry checks					
Emergency drills and plan review					
Fire / safety equipment					
Resident record sample review					
Personnel record sample review					
Policies and posted notices					
Insurance and vendor review					

Official starting points

Agency: Florida Agency for Health Care Administration (AHCA)

Program page:

<https://ahca.myflorida.com/health-quality-assurance/bureau-of-health-facility-regulation/assisted-living-unit/assisted-living-facility.html>

Application or portal: <https://ahca.myflorida.com/health-quality-assurance/online-licensure-information/online-licensing-system.html>

Source review date: September 2026

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