

Georgia Personal Care Home Licensing and Compliance Tracker

A project workbook for owners preparing a Georgia Personal Care Home application and organizing recurring compliance work.

Project profile

Legal entity	Proposed home name
Property address	Proposed capacity
Owner / governing body	Administrator / on-site manager

Confirm the correct pathway first

- Confirm whether the proposed operation is a Personal Care Home, Assisted Living Community, or another regulated provider type.
- Review Georgia DCH rules and speak with HFRD before making irreversible property or construction commitments.
- Confirm local zoning, fire, building, occupancy, business-license, and other local requirements.
- Do not admit residents or operate until the required permit is current.

Official sources reviewed September 2026: Georgia DCH Personal Care Homes | Rules 111-8-62

Application and ownership file

Topic	Notes / evidence	Rating 1-5
Current application packet obtained		
Legal entity and governing-body records		
Ownership / controlling-person disclosures		
Administrator qualifications documented		
Property ownership or lease records		
Required fees and supporting forms		
DCH questions / deficiency responses		
Permit received and displayed		

Application notes

Submission date	Agency reference number
Assigned contact	Next deadline
Open issue	Owner / responsible person

Official sources reviewed September 2026: Georgia DCH Licensure Forms & Applications

Property and inspection readiness

Topic	Notes / evidence	Rating 1-5
Zoning and local approvals		
Fire and life-safety review		
Building and occupancy approvals		
Bedroom and bathroom requirements		
Accessibility and safe circulation		
Food service and sanitation		
Medication and secure storage		
Emergency plans and drills		
Utilities, maintenance, and backup plans		
Inspection corrections closed		

People, policies, and records

Topic	Notes / evidence	Rating 1-5
Administrator / manager coverage		
Staff qualifications and background checks		
Orientation and ongoing training		
Staffing plan and work schedules		
Admission and retention criteria		
Resident assessment and service planning		
Medication policies and records		
Incident reporting and investigations		
Resident rights and complaint process		
Infection control and food safety		

Recurring compliance calendar

Requirement / review	Frequency	Owner	Next due	Evidence / location

- License and agency notices
- Staff training and file review
- Resident assessments and service plans
- Medication and incident records
- Emergency drills and life-safety checks
- Policies, agreements, fees, and public information

Corrections and owner review

Finding / task	Required action	Owner	Due	Closed / evidence

Official sources reviewed September 2026: Licensure Forms & Applications | Georgia Personal Care Home Rules | DCH provider information

Educational project tool only. It is not a complete legal checklist and does not replace current DCH instructions, local approvals, or professional advice.