



Permit & Development Center

809 N. Broadway, Milwaukee, WI 53202 | (414) 286-8207 | milwaukee.gov/permits | DevelopmentCenterInfo@milwaukee.gov

Community Living Arrangements (CLAs) refer to any of the following facilities licensed, operated or permitted by the State of Wisconsin:

- **Residential Care Center** – a facility where 4 or more children reside and are provided with care and maintenance for no more than 75 days in any consecutive 12 month period by persons other than a relative or guardian
- **Group Home or Group Foster Home** – a facility where 5 to 8 foster children reside and are provided with care and maintenance by persons other than a relative or guardian
- **Community Based Residential Facility** - a facility where 5 or more adults not related to the operator reside and are provided with care, treatment or services above the level of room and board but less than nursing care.

Anyone proposing to operate a CLA in the city of Milwaukee must be licensed by the State of Wisconsin and obtain an occupancy certificate from the City of Milwaukee Permit & Development Center to use the premises as a CLA.

A service provider interested in opening a Community Living Arrangement must first make application to the State of Wisconsin for licensing and the City of Milwaukee Permit and Development Center must receive notification of application for licensure from the State of Wisconsin. Only after the Permit & Development Center receives this notification can application be made for an Occupancy Certificate.

For information regarding the licensing of child related Community Living Arrangements or to access a directory of licensed facilities, please visit the State of Wisconsin website at dcf.wisconsin.gov/cwlicensing. You may also contact the State of Wisconsin Department of Children and Families located at 635 N 26th St. Milwaukee WI, 53233; (414)-343-5500.

For information regarding the licensing for adult related Community Living Arrangements or to access a directory of licensed facilities, please visit the State of WI website at dhs.wisconsin.gov/regulations/cbrf/introduction.htm. You may also contact the Division of Quality Assurance, Attn. Bureau of Assisted Living at (608)-266-8482; dhswebmaildqa@wisconsin.gov.

An occupancy certificate for a Community Living Arrangement can be granted only if the facility meets City and State locational and Building Code requirements or is granted an exception from these requirements. State Statutes specify that a Community Living Arrangement may not be located within 2,500 feet of another CLA unless granted special zoning permission (special use) from the City of Milwaukee, Board of Zoning Appeals. However, if it is determined by the City of Milwaukee that the facility serves clients that are disabled as defined by s. 295-201-144 of the Milwaukee Zoning Code, the 2,500 foot distance requirement does not apply and no Board of Zoning Appeals approval is required.

One other condition the proposed CLA must meet before the occupancy permit can be granted is that the number of residents in the proposed facility must be allowed by the zoning regulations for the property. If it is determined that the number of residents proposed for the CLA exceeds the maximum number allowed by the zoning code, the operator must receive a special use permit from the Board of Zoning Appeals regardless of the disabled status of the clients.

The Department of Neighborhood Services maintains a map of CLA locations in the city of Milwaukee and informs the State and various City departments and officials whether or not a proposed CLA is permitted or will require special zoning permission. **As part of the State License application process, a request will be sent to the City to identify potential hazards that may affect the health and safety of the CLA residents. Please verify that your application includes the address noted in the header of this information sheet.**

If you have a question about the location of existing CLAs in the city of Milwaukee, please visit the State of WI websites at and dcf.wisconsin.gov/cwlicensing and dhs.wisconsin.gov/regulations/cbrf/introduction.htm or call the Permit & Development Center at 286-8210.