



Adult Family Homes

Bulletin #5

For 2018 International Codes

This bulletin is designed to provide guidance when applying for an Adult Family Home (AFH), either as new construction or converted from an existing single-family residence. A permit from this jurisdiction must be obtained along with permitting from WA state Department of Social Health Services (DSHS) for the business to operate.

Remodels:

If a remodel or any construction is being done, a 'remodel' permit is also required in addition to your application for an AFH. This includes construction of **ramps greater than 30 inches above grade, adding or altering walls, adding closets, window or door changes, bathroom remodels, re-designating other rooms (such as a den) into a new bedroom** etc. Do not cover any new work until it has been inspected.

AFH Definition:

A dwelling in which a person or persons provide personal care, special care, room and board to more than one but not more than six adults who are not related by blood or marriage to the person or persons providing the services. (International Residential Code (IRC), section 202, WA State Amendments).*

*An adult family home may provide services for up to **eight** adults upon approval from DSHS.

Application Requirements:

- Adult Family Home Application & Inspection Checklist
- Floor plan, with rooms labeled and bedrooms labeled as "A, B, C" etc.
 - If a caregiver will live in the residence, a "caregiver" bedroom must be designated on the floor plan.
- Certificate of Water Availability
- Site Plan

Process:

- **Apply for permit**, using digital forms and plans.
- **Routed** to all departments for review.
- **Permit is issued** and sent to the applicant's email after all reviews are complete.
- **Call for inspection**. The issued plans and checklist must be on site for the inspector. The inspector will complete the checklist and leave a copy with the applicant.

Note:

Other departments may have additional requirements. **Please read** the Adult Family Home Application & Inspection Checklist for code sections and requirements regarding fire/life/safety requirements, including windows, grab bars, locking devices, etc.