



Adult Family Home

To work in conjunction with the DSHS Adult Family Home Licensing Staff, the City of Lake Stevens has created the following procedures to assure new adult family homes are meeting or exceeding the standards set forth by the Washington Association of Building Officials.

Procedure

1. **Submit a Building application** with the attached WABO- REQUEST FOR INSPECTION- Adult Family Home checklist with sections 1, 2, 3 and 4 completed.
 2. With the application, **submit a "Detailed Floor plan"**. All sleeping rooms are to be identified.
 3. **Application fee**: Cost for the permit is a minimum \$200.00. Additional cost may occur if plans or application is incomplete, or for additional plan review and inspections.
 4. **Staff will review for completeness**. Upon application submittal, you will be provided a permit number to track status and upload additional documents as requested.
 5. **Once the application is approved, the applicant/owner will receive the permit** via e-mail and instructions to have the approved plan set on-site for inspections.
 6. **Owner is then required to request an inspection on the 24-hour recorder line** to set-up the walk-through inspection at 425-622-9404. The WABO Checklist will be used at the time of the inspection. When requesting an inspection, state the permit number, address, and owner name. AM or PM inspections can be requested at that time. Call by 4:00 PM the previous working day before the inspection.
 7. **Inspector will perform inspection** and review checklist with the owner/applicant. If any corrections are needed, complete, and call for re-inspection.
- If all items are then complete, the Inspector can approve** and sign-off the inspection card and WABO Checklist.

Washington Association of Building Officials Standards

The regulations noted in IRC Section 330.1 apply ONLY to 'all newly constructed adult family homes AND all existing family homes being converted to adult family homes.' The rules are clear that these requirements DO NOT apply to any adult family homes licensed by the State of Washington DSHS prior to July 1, 2001.

Adult Family Home Defined

IBC Section 202 defines Adult Family Home as 'A dwelling, licensed by the state of Washington department of social and health services, 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. An existing adult family home may provide services to up to eight adults upon approval from the department of social and health services in accordance with RCW 70.128.066'.

This brochure is for informational purposes only and is not intended to replace adopted rules and policies of the City of Lake Stevens. Please consult [Title 14 of the Lake Stevens Municipal Code](#) or the Department of Planning and Community Development for actual regulations and requirements.