



ADULT FAMILY HOME PERMIT APPLICATION

6100 219th Street SW, Suite 200
 Mountlake Terrace, WA 98043
 Phone 425.744.6267
PermitSpecialist@ci.mlt.wa.us

www.cityofmlt.com

FOR STAFF USE ONLY	
Permit(s) Number(s) _____	
Plan Check Fee \$ _____	State Fee \$ _____
Permit Fee \$ _____	Certificate of Occupancy Fee \$ _____
Receipt Number(s) _____	Total Fees \$ _____
Processed by: _____ (Initials) Date: ____/____/____	

Job Site Address _____

Description of Work _____

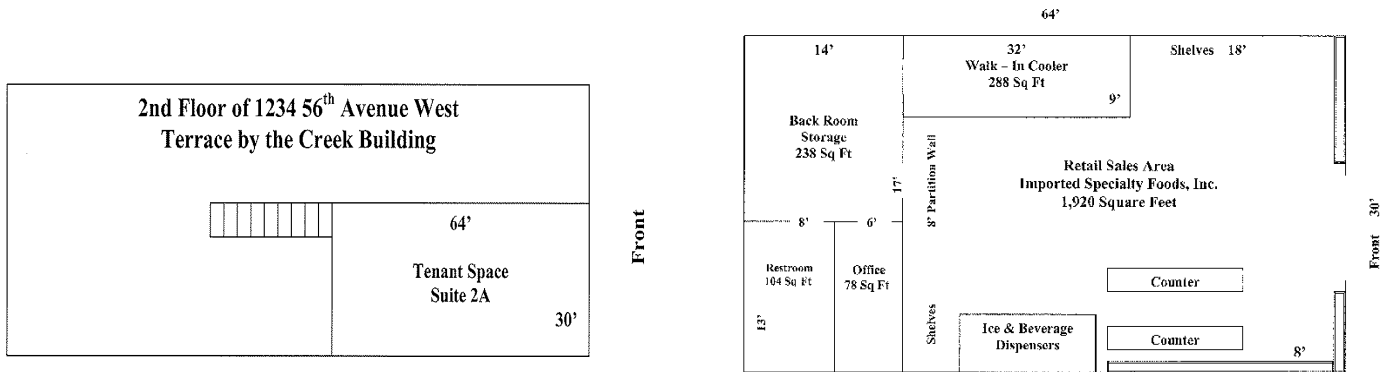
Square Footage _____

Include with this application:

1. [The Permit Contact Information Form](#)
2. Proof of ownership
3. A [Residential Building Permit](#) for any construction modifications
4. Proposed Floor Plan (see example)

EXAMPLE FLOOR PLAN

- Show the size of area, exits, rooms, uses of areas (Scale 1/8" = 1"). Dimension the length of walls, door widths, etc.
- Label proposed use(s) of each space.
- Calculate and label the square footage of each space (use area).
- Label which floor of the building the space(s) is on. Give Suite and Floor Number.
- If using only part of a floor level, provide a drawing showing which portion of that floor will be used.



By my signature, I certify that the information and exhibits submitted are true and correct.

Owner / Agent _____ Date _____

Signature

Owner / Agent _____

Print

The above signed is the:

- Property Owner
 Agent of Owner
 Architect
 Contractor
 Engineer
 Other



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PERMIT CONTACT INFORMATION

FOR STAFF USE ONLY
Permit(s) Number(s): _____
PROCESSED BY: _____ (Initials) DATE: ____/____/____

Project Name/Name of Business (If Applicable) _____

Subject Property Address _____ Suite No. _____

Parcel Number(s) _____

Applicant _____				
Mailing Address _____				
Street Address	City	State	Zip	
Phone _____	E-Mail _____			

Property Owner _____				
Mailing Address _____				
Street Address	City	State	Zip	
Phone _____	E-Mail _____			

Contractor _____				
<i>If Applicable</i>				
Mailing Address _____				
Street Address	City	State	Zip	
Phone _____	E-Mail: _____			
State License # _____	Expires _____	City Business License # _____	Expires _____	

Contact Person: _____				
<i>This person is designated by the applicant to receive all communications, correspondence, determinations and notices as required by development regulations.</i>				
Mailing Address: _____				
Street Address	City	State	Zip	
Phone _____	E-Mail: _____			

Design Professional: _____				
Mailing Address: _____				
Street Address	City	State	Zip	
Phone _____	E-Mail: _____			

Signed: _____ **Print Name:** _____ **Date:** _____

Adult Family Home (AFH) LOCAL BUILDING INSPECTION CHECKLIST

Code References: 2015 IRC Section R325 (WAC 51-51)

APPLICATION NUMBER: _____

SECTIONS 1. 2. 3. AND 4 MUST BE COMPLETED BY APPLICANT BEFORE INSPECTION WILL BE PROCESSED

SECTION 1 – PROPERTY INFORMATION

SITE ADDRESS: _____ ASSESSOR'S TAX/PARCEL#: _____

SECTION 2 – APPLICANT INFORMATION

PROPERTY OWNER NAME: _____ DAYTIME PHONE: _____

AFH LICENSEE NAME (IF DIFFERENT): _____ DAYTIME PHONE: _____

SECTION 3 – FLOOR PLAN

On a separate sheet of paper (8 1/2 x 11) draw a floor plan (including all floors) of your prospective AFH. Include all sleeping rooms (bedrooms) indicating which bedroom is: A, B, C D, E and F.

Label all components for exiting i.e., stairs, ramps, platforms, lifts and elevators.

SECTION 4 – DISCLAIMER/SIGNATURE BLOCK

I certify under penalty of perjury that the information furnished by me is true and correct to the best of my knowledge, and that I am requesting or I am authorized by the owner of the above premises to request inspection for the operation of an Adult Family Home at this location. I agree to hold harmless the jurisdiction conducting such inspections, at my request, as to any claim (including costs, expenses, and attorneys' fees incurred in the investigation of such claim), which may be made by any person, including the undersigned, and filed against the jurisdiction, but only where such claim arises out of the reliance of the jurisdiction, including its officers and employees, upon the accuracy of the information supplied to the jurisdiction as a part of this application.

NAME/TITLE: _____ DATE: _____

PROPERTY OWNER

APPLICANT

LICENSEE

(Effective July 1, 2013.)

Effective: 2013 July 01
Updated: 2017 February

SECTION R325 ADULT FAMILY HOMES

R325.1 General. This section shall apply to all newly constructed adult family homes and all existing single family homes being converted to adult family homes. This section shall not apply to those adult family homes licensed by the state of Washington department of social and health services prior to July 1, 2001.

R325.2 Reserved.

R325.3 Sleeping room classification. Each sleeping room in an adult family home shall be classified as:

1. Type S - Where the means of egress contains stairs, elevators or platform lifts.
2. Type NS1 - Where one means of egress is at grade level or a ramp constructed in accordance with R325.9 is provided.
3. Type NS2 - Where two means of egress are at grade level or ramps constructed in accordance with R325.9 are provided.

R325.4 Types of locking devices and door activation. All bedroom and bathroom doors shall be openable from the outside when locked.

Every closet shall be readily openable from the inside.

Operable parts of door handles, pulls, latches, locks and other devices installed in adult family homes shall be operable with one hand and shall not require tight grasping, pinching or twisting of the wrist. Pocket doors shall have graspable hardware available when in the closed or open position.

The force required to activate operable parts shall be 5.0 pounds (22.2 N) maximum. Required exit doors shall have no additional locking devices.

Required exit door hardware shall unlock inside and outside mechanisms when exiting the building allowing reentry into the adult family home without the use of a key, tool or special knowledge.

R325.5 Smoke and carbon monoxide alarm requirements. All adult family homes shall be equipped with smoke and carbon monoxide alarms installed as required in Sections R314 and R315.1. Alarms shall be installed in such a manner so that the detection device warning is audible from all areas of the dwelling upon activation of a single alarm.

R325.6 Escape windows and doors. Every sleeping room shall be provided with emergency escape and rescue windows as required by Section R310. No alternatives to the sill height such as steps, raised platforms or other devices placed by the openings will be approved as meeting this requirement.

R325.7 Fire apparatus access roads and water supply for fire protection. Adult family homes shall be served by fire apparatus access roads and water supplies meeting the requirements of the local jurisdiction.

R325.8 Grab bar general requirements. Where facilities are designated for use by adult family home clients, grab bars for water closets, bathtubs and shower stalls shall be installed according to this section.

R325.8.1 Grab bar cross section. Grab bars with a circular cross section shall have an outside diameter of 1 1/4 inches minimum and 2 inches maximum. Grab bars with noncircular cross section shall have a cross section dimension of 2 inches maximum and a perimeter dimension of 4 inches minimum and 4 5/8 inches maximum.

R325.8.2 Grab bar installation. Grab bars shall have a spacing of 1 1/2 inches between the wall and the bar. Projecting objects, control valves and bathtub or shower stall enclosure features above, below and at the ends of the grab bar shall have a clear space of 1 1/2 inches to the grab bar.

EXCEPTION: Swing-up grab bars shall not be required to meet the 1 1/2 inch spacing requirement

Grab bars shall have a structural strength of 250 pounds applied at any point on the grab bar, fastener, mounting device or supporting structural member. Grab bars shall not be supported directly by any residential grade fiberglass bathing or showering unit. Acrylic bars found in bathing units shall be removed.

Fixed position grab bars, when mounted, shall not rotate, spin or move and have a graspable surface finish.

R325.8.3 Grab bars at water closets. Water closets shall have grab bars mounted on both sides. Grab bars can be a combination of fixed position and swing-up bars. Grab bars shall meet the requirements of R325.8. Grab bars shall mount between 33 inches and 36 inches above floor grade. Centerline distance between grab bars, regardless of type used, shall be between 25 inches

minimum and 30 inches maximum.

R325.8.3.1 Fixed position grab bars. Fixed position grab bars shall be a minimum of 36 inches in length and start 12 inches from the rear wall.

R325.8.3.2 Swing-up grab bars. Swing-up grab bars shall be a minimum of 28 inches in length from the rear wall.

R325.8.4 Grab bars at bathtubs. Horizontal and vertical grab bars shall meet the requirements of R325.8.

R325.8.4.1 Vertical grab bars. Vertical grab bars shall be a minimum of 18 inches long and installed at the control end wall and head end wall. Grab bars shall mount within 4 inches of the exterior of the bath tub edge or within 4 inches within the bath tub. The bottom end of the bar shall start between 36 inches and 42 inches above floor grade.

EXCEPTION: The required vertical grab bar can be substituted with a floor to ceiling grab bar meeting the requirements of R325.8 at the control end and head end entry points.

R325.8.4.2 Horizontal grab bars. Horizontal grab bars shall be provided at the control end, head end, and the back wall within the bathtub area. Grab bars shall be mounted between 33 inches and 36 inches above floor grade. Control end and head end grab bars shall be 24 inches minimum in length. Back wall grab bar shall be 36 inches minimum in length.

R325.8.5 Grab bars at shower stalls. Where shower stalls are provided to meet the requirements for bathing facilities, grab bars shall meet the requirements of R325.8.

EXCEPTION: Shower stalls with permanent built-in seats are not required to have vertical or horizontal grab bars at the seat end wall. A vertical floor to ceiling grab bar shall be installed within 4 inches of the exterior of the shower aligned with the nose of the built-in seat.

R325.8.5.1 Vertical grab bars. Vertical grab bars shall be 18 inches minimum in length and installed at the control end wall and head end wall. Vertical bars shall be mounted within 4 inches of the exterior of the shower stall or within 4 inches inside the shower stall. The bottom end of vertical bars mount between 36 inches and 42 inches above floor grade.

R325.8.5.2 Horizontal grab bars. Horizontal grab bars shall be installed on all sides of the shower stall mounted between 33 inches and 36 inches above the floor grade. Horizontal grab bars shall be a maximum of 6 inches from adjacent walls. Horizontal grab bars shall not interfere with shower control valves.

R325.9 Ramps. All interior and exterior ramps, when provided, shall be constructed in accordance with Section R311.8 with a maximum slope of 1 vertical to 12 horizontal. The exception to R311.8.1 is not allowed for adult family homes. Handrails shall be installed in accordance with R325.9.1.

R325.9.1 Handrails for ramps. Handrails shall be installed on both sides of ramps between the slope of 1 vertical to 12 horizontal and 1 vertical and 20 horizontal in accordance with R311.8.3.1 through R311.8.3.3.

R325.10 Stair treads and risers. Stair treads and risers shall be constructed in accordance with R311.7.5. Handrails shall be installed in accordance with R325.10.1.

R325.10.1 Handrails for treads and risers. Handrails shall be installed on both sides of treads and risers numbering from one riser to multiple risers. Handrails shall be installed in accordance with R311.7.8.1 through R311.7.8.4

R325.11 Shower stalls. Where provided to meet the requirements for bathing facilities, the minimum size of shower stalls for an adult family home shall be 30 inches deep by 48 inches long.

[Statutory Authority: RCW [19.27.031](#) and chapters [19.27](#) and [34.05](#) RCW. 13-04-068, § 51-51-0325, filed 2/1/13, effective 7/1/13. Statutory Authority: Chapter [19.27](#) RCW. 10-18-036, § 51-51-0325, filed 8/25/10, effective 9/25/10. Statutory Authority: RCW [19.27.190](#), [19.27.020](#), and chapters [19.27](#) and [34.05](#) RCW. 09-04-023, § 51-51-0325, filed 1/27/09, effective 7/1/10. Statutory Authority: RCW [19.27.074](#), [19.27.020](#), and chapters [19.27](#) and [34.05](#) RCW. 07-01-090, § 51-51-0325, filed 12/19/06, effective 7/1/07. Statutory Authority: RCW [19.27.031](#) and [19.27.074](#). 04-01-109, § 51-51-0325, filed 12/17/03, effective 7/1/04.]

NAME OF AFH: _____

SECTION 5 **MUST BE COMPLETED BY THE BUILDING DEPARTMENT IN THE JURISDICTION THE HOME WILL BE LOCATED.**
PLEASE CHECK ALL APPLICABLE BOXES; MATCH THE LIST BELOW TO THE APPLICANT'S FLOOR PLAN – USING THEIR PROSPECTIVE RESIDENT
 BEDROOM DESIGNATIONS OF **A B C D E** AND **F** AND CLASSIFICATION CODE **S, NS1 OR NS2.**

SECTION 5 – BUILDING INSPECTOR'S INSPECTION CHECKLIST

R325.3 Sleeping Room Classification: Each sleeping room in an Adult family Home shall be classified as:

Type S – where the means of egress contains stairs, elevators or platform lifts to evacuate residents to public area.

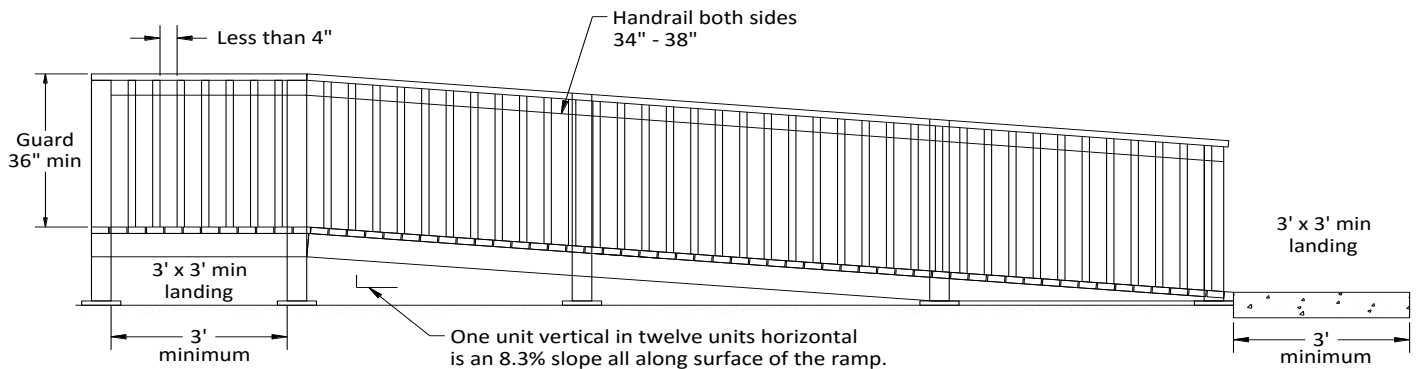
Type NS1 – where 1 means of egress at grade level (has no stairs) or ramp constructed compliant with R325.9 is provided to evacuate residents to public area.

Type NS2 – where 2 means of egress at grade level (both have no stairs) or ramps constructed compliant with R325.9 are provided to evacuate residents to public area.

SLEEPING ROOM A			<input type="checkbox"/> Type S	<input type="checkbox"/> Type NS1	<input type="checkbox"/> Type NS2	YES	NO
Closet door/s are readily openable from the inside	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Smoke alarm is installed in the bedroom			<input type="checkbox"/>	<input type="checkbox"/>
Bedroom door opens easily and quickly from the outside when locked						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a net opening of 5.7 SF (minimum dimensions at least 24" high; at least 20" wide) EXCEPT per R310.2.1: at-grade escape windows – may have net clearance opening 5 SF						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a maximum sill height of 44" above floor to clear opening; no steps under window allowed						<input type="checkbox"/>	<input type="checkbox"/>
SLEEPING ROOM B			<input type="checkbox"/> Type S	<input type="checkbox"/> Type NS1	<input type="checkbox"/> Type NS2	YES	NO
Closet door/s are readily openable from the inside	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Smoke alarm is installed in the bedroom			<input type="checkbox"/>	<input type="checkbox"/>
Bedroom door opens easily and quickly from the outside when locked						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a net opening of 5.7 SF (minimum dimensions at least 24" high; at least 20" wide) EXCEPT per R310.2.1: at-grade escape windows – may have net clearance opening 5 SF						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a maximum sill height of 44" above floor to clear opening; no steps under window allowed						<input type="checkbox"/>	<input type="checkbox"/>
SLEEPING ROOM C			<input type="checkbox"/> Type S	<input type="checkbox"/> Type NS1	<input type="checkbox"/> Type NS2	YES	NO
Closet door/s are readily openable from the inside	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Smoke alarm is installed in the bedroom			<input type="checkbox"/>	<input type="checkbox"/>
Bedroom door opens easily and quickly from the outside when locked						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a net opening of 5.7 SF (minimum dimensions at least 24" high; at least 20" wide) EXCEPT per R310.2.1: at-grade escape windows – may have net clearance opening 5 SF						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a maximum sill height of 44" above floor to clear opening; no steps under window allowed						<input type="checkbox"/>	<input type="checkbox"/>
SLEEPING ROOM D			<input type="checkbox"/> Type S	<input type="checkbox"/> Type NS1	<input type="checkbox"/> Type NS2	YES	NO
Closet door/s are readily openable from the inside	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Smoke alarm is installed in the bedroom			<input type="checkbox"/>	<input type="checkbox"/>
Bedroom door opens easily and quickly from the outside when locked						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a net opening of 5.7 SF (minimum dimensions at least 24" high; at least 20" wide) EXCEPT per R310.2.1: at-grade escape windows – may have net clearance opening 5 SF						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a maximum sill height of 44" above floor to clear opening; no steps under window allowed						<input type="checkbox"/>	<input type="checkbox"/>
SLEEPING ROOM E			<input type="checkbox"/> Type S	<input type="checkbox"/> Type NS1	<input type="checkbox"/> Type NS2	YES	NO
Closet door/s are readily openable from the inside	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Smoke alarm is installed in the bedroom			<input type="checkbox"/>	<input type="checkbox"/>
Bedroom door opens easily and quickly from the outside when locked						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a net opening of 5.7 SF (minimum dimensions at least 24" high; at least 20" wide) EXCEPT per R310.2.1: at-grade escape windows – may have net clearance opening 5 SF						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a maximum sill height of 44" above floor to clear opening; no steps under window allowed						<input type="checkbox"/>	<input type="checkbox"/>
SLEEPING ROOM F			<input type="checkbox"/> Type S	<input type="checkbox"/> Type NS1	<input type="checkbox"/> Type NS2	YES	NO
Closet door/s are readily openable from the inside	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Smoke alarm is installed in the bedroom			<input type="checkbox"/>	<input type="checkbox"/>
Bedroom door opens easily and quickly from the outside when locked						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a net opening of 5.7 SF (minimum dimensions at least 24" high; at least 20" wide) EXCEPT per R310.2.1: at-grade escape windows – may have net clearance opening 5 SF						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a maximum sill height of 44" above floor to clear opening; no steps under window allowed						<input type="checkbox"/>	<input type="checkbox"/>

GENERAL	YES	NO
Bathroom doors are easily and quickly openable from the outside when locked	<input type="checkbox"/>	<input type="checkbox"/>
Carbon Monoxide alarms are installed as required in R315 on each level of the home.	<input type="checkbox"/>	<input type="checkbox"/>
Smoke alarms are installed on all levels of the dwelling, in each resident sleeping room, outside each separate sleeping area in the immediate vicinity of sleeping rooms (R314).	<input type="checkbox"/>	<input type="checkbox"/>
Smoke and Carbon Monoxide alarms are installed in such a manner so that the audible warning may be heard in all parts of the dwelling upon activation of a single device.	<input type="checkbox"/>	<input type="checkbox"/>
Access road and water supply meet local fire jurisdictional requirements.	<input type="checkbox"/>	<input type="checkbox"/>
R325.4 Operable parts of door handles, pulls, latches, locks and other devices installed in AFH shall be operable with one hand and shall not require tight grasping, pinching or twisting of the wrist (lever-type).	<input type="checkbox"/>	<input type="checkbox"/>
Pocket doors shall have graspable hardware available when in the closed or open position.	<input type="checkbox"/>	<input type="checkbox"/>

R311.8 Ramps		YES	NO
Inside Ramp	N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R311.8.1 Maximum Slope one unit vertical in twelve units horizontal (8.3% slope). (Exception R311.8.1 Not allowed in AFH)			
R311.8.2 Landing Requirements: min. 3X3 foot landing at top/bottom, where doors open onto ramps, and where ramp changes directions.			
R325.9.1 Handrails required on both sides of ramp in accordance with R311.8.3.1 – R311.8.3.3.			
Outside Ramp	N/A <input type="checkbox"/>	YES	NO
R311.8.1 Maximum Slope one unit vertical in twelve units horizontal (8.3% slope). (Exception R311.8.1 Not allowed in AFH)			
R311.8.2 Landing Requirements: min. 3X3 foot landing at top/bottom, where doors open onto ramps, and where ramp changes directions.			
R325.9.1 Handrails required on both sides of ramp in accordance with R311.8.3.1 – R311.8.3.3.			
Guards below are depicted vertically as an example only. All Ramps must have Guards			



R311.2 Means of Egress		YES	NO
R311.2 Door must be side-hinged with min. width of 32 inches between face of door and stop. Height not less than 78 inches.			
R325.4 Operable parts of door handles, pulls, latches, locks and other devices installed in AFH shall be operable with one hand and shall not require tight grasping, pinching or twisting of the wrist (lever-type).			
R325.4 Required exit door hardware shall unlock inside and outside mechanisms when exiting the building allowing re-entry without use of key, tool or special knowledge.			
R311.7 Stairways	N/A <input type="checkbox"/>	YES	NO
R311.7.5.1 Riser Height: Max riser height shall be 7 ¾ inches (8 inches in structures built prior to July 1, 2004)			
R311.7.5.2 Tread Depth: Min. tread depth shall be in 10 inches (9 inches in structures built prior to July 1, 2004)			
R325.10.1 Handrails for Treads and Risers shall be installed on both sides of treads and risers numbering from one riser to multiple risers. Handrails shall be installed in accordance with R311.7.8.1 – R311.7.8.4			

R325.8 Grab Bars in Bathrooms	N/A <input type="checkbox"/>	YES	NO
Grab bars shall be installed for all water closets (toilets), bathtubs and showers according to R325.8.		<input type="checkbox"/>	<input type="checkbox"/>
Water Closets (toilet) shall have grab bars installed on both sides according to R325.8 – R325.8.3.1 or R325.8.3.2.		<input type="checkbox"/>	<input type="checkbox"/>
Bathtubs shall have two vertical and three horizontal grab bars installed according to R325.8 - R325.8.4 – R325.8.4.2		<input type="checkbox"/>	<input type="checkbox"/>
Shower stalls have two vertical and horizontal grab bars mounted on all sides of shower according to R325.8 – R325.8.5 – R325.8.5.2.		<input type="checkbox"/>	<input type="checkbox"/>
Shower stalls must be minimum size of 30 inches deep by 48 inches long (R325.11)		<input type="checkbox"/>	<input type="checkbox"/>
AG103 – AG105 Swimming Pool, Spa, Hot Tub		YES	NO
AF105.2 Must be surrounded by a barrier that is 48 inches high, may have doors and or gates that must have audible alarms when opened.		<input type="checkbox"/>	<input type="checkbox"/>
AG105.5 EXCEPTION: Pools, Spas or Hot Tubs with a safety cover which complies with ASTM F 1346		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> PASSED <input type="checkbox"/> CORRECTIONS REQUIRED <input type="checkbox"/> PERMIT REQUIRED			
<hr/> INSPECTOR'S NAME (PRINT)			
<hr/> INSPECTOR'S SIGNATURE		<hr/> DATE:	
<hr/> INSPECTOR'S OFFICE ADDRESS		<hr/> PHONE NUMBER:	
<p>Application and inspection checklist developed by Washington Association of Building Officials (WABO), in cooperation with Department of Social and Health Services (DSHS) for use by both departments and licensors. 07/01/2013</p>			