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Office Hours

Monday - Friday  
8:00am - 5:00pm

Plan Submittal  
Accepted till 4:30pm

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Available online:  
[www.codepublishing.com/WA/LakeStevens/](http://www.codepublishing.com/WA/LakeStevens/)

**PLANNING AND COMMUNITY  
DEVELOPMENT DEPARTMENT**

# 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 dated July 1, 2013 and in the IRC Section 325 (WAC 51-51-0325).

## 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 your application submit Two (2) copies of a "Detailed Floor plan" on a separate 8 ½ by 11 paper. All sleeping rooms are to be identified.
  3. Application fee: Cost for the permit is a minimum \$300.00 (4 hours at \$75.00 each). Additional cost could occur if plans or application is incomplete or for additional plan review and inspections.
  4. Staff will review for completeness. Building file to be set up with permit tracking number.
  5. Once the application is approved, the applicant/owner will be contacted by phone to pick up the permit before you schedule an inspection.
  6. Owner is then required to request an inspection on the 24-hour recorder line to set-up the walk-through inspection 425-377-3220. The WABO Checklist will be used at the time of the inspection. When requesting an inspection, state the permit number, address and owner. AM or PM inspections can be requested at that time. Call by 3:00 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.

## Washington Association of Building Officials Standards

The regulations noted in IRC Section 325.1 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 Washington state, 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.'

*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.*