



RESIDENTIAL Adult Family Home (AFH)

SUBMITTAL CHECKLIST for Local Building Inspection

NOTE: *Alterations and additions to an existing home, such as altering layout or use of rooms, adding ramps, or installing blocking and grab bars, require a separate residential (RES) remodel building permit prior to this permit.*

PLANS

- Site Plan (drawn to scale)
 - Size and shape of parcel including easements of any kind, all lot dimensions and parcel orientation, including north arrow
 - Locations, dimensions and height of all existing and proposed buildings and structures, including garages, carports, fences, decks, patio covers and other accessory structures. Include dimensions from each other and from all property lines.
 - Label exterior ramps or stairs that are part of the AFH access/egress
- Floor Plan(s) at 8.5" x 11" format PDF
 - Draw to scale all floor levels, including finished basements, main floor, and upper floors.
 - Label all rooms by use, such as Kitchen, Bath, Laundry, Storage, Sleeping Room, including private sleeping rooms not for use by residents.
 - Label sleeping rooms per the AFH Building Inspection Checklist by Letter (A, B, C, etc.) and type of egress (exiting) - S, NS1, NS2 (sleeping room classification per WAC 51-51-0330 Section R330.3)

DOCUMENTS

- Signed and Dated Permit Application Form [Residential – All other \(PDF\)](#)
 - Check Inspection Only for **TYPE OF WORK**
 - Check Adult Family Home for **CATEGORY OF CONSTRUCTION**
- Completed [AFH Building Inspection Checklist](#) available online from the Washington State Department of Social and Health Services (DSHS) (must include Section 5)
 - Sections 1, 2, 3 and 4 must be completed by Applicant
 - Section 5 will be completed by Building Inspector during inspection.
 - Include an additional copy of sleeping room checklist when licensed for more than 6 sleeping rooms.
 - Verify with DSHS whether fire sprinklers are required for additional sleeping rooms.
- If property is on a septic system, provide a letter from the [Clark County Health Department](#) stating that they are aware that the system will be used for an AFH and how many people (not bedrooms) the system can accommodate.

LINKS TO ADDITIONAL INFORMATION

Follow the [file naming standards](#) and leave a blank area on the plans for the [approval stamp](#).