

ADULT FAMILY HOMES

GENERAL INFORMATION

An Adult Family Home is a private residence licensed by the Washington State Department of Social and Health Services (DSHS) to provide personal care, room, and board for up to six adults who are unrelated to the service provider. Adult family homes are allowed in all single-family residential zoning districts in Mount Vernon.

The requirements outlined in this handout apply **ONLY** to newly constructed adult family homes *and* all existing family homes being converted to adult family homes. State law is clear that these requirements do not apply to adult family homes licensed by the State of Washington DSHS prior to July 1, 2001.

PROCESS AND TIMING

If a newly constructed or existing home wishes to become licensed as an Adult Family home, the home owner must first receive approval from the City's Building Official, and then obtain a license from the Department of Social and Health Services (DSHS).

To receive approval from the City's Building Official the below listed items are required to be submitted to the City via our Permit Portal. Once the required information is accepted as complete, reviewed, and approved by the Building Official the Applicant will receive an approval document from the City. Once this approval is received the Applicant is required to log onto into the City's Permit Portal and request inspections associated with the City's approval.

The City's inspection(s) are only to verify that the home is in compliance with the items on the checklist provided by DSHS. It is the applicant's responsibility to ensure all code requirements have been addressed **PRIOR** to requesting the inspection. If a second inspection is required, Applicants will be charged an additional inspection fee.

APPLICATION & SUBMITTAL INFORMATION:

The below listed items are required to be created as native PDF documents and (as applicable) must be uploaded into the City's permit portal.

- 1. ADULT FAMILY HOME LOCAL BUILDING INSPECTION CHECKLIST**
Applicant's are required to complete Sections 1 – 4 of this Checklist.
- 2. ADULT FAMILY HOME APPLICATION FORM**
Applicant's are required to complete the City's Adult Family Home Application Form
- 3. SITE PLAN**
Site plans are required to be to-scale, be no smaller than 8 ½ " by 11" in size and must contain all of the following: scale and north arrow, all property lines, all building footprint(s), location of driveway, location and dimensions of the access road that vehicles will use to drive to the structure, location of all off-street parking areas, identification of yard and landscape areas, is on-site slopes exceed five-percent topographic information in the form of 5-foot contours shall be provided, location of exterior ramps, and location of all exit doors.
- 4. FLOOR PLAN**
Floor plans are required to be a minimum of 8 ½ " by 11" and must be to-scale. Floor plans must include: scale and north arrow, all floors within the structure, and all of the information listed within the DSHS Adult Family Home Local Building Inspection Checklist.
- 5. FEES**
Application fees must be paid when an application is submitted to the City. A \$300.00 deposit is required when a permit is submitted. Additional fees will be assessed if the plan review or inspections exceed four hours of City staff time.

The City cannot accept an application that does not have all of the above-listed submittal items.

OTHER REQUIRED PERMITS AND LICENSES

- Separate permits may be required for remodeling work to bring a structure into compliance with the State regulations. Contact the Development Services Department at: PermitTech@mountvernonwa.gov for information before beginning any work.
- Any electrical work is required to be permitted through the Department of Labor and Industries.
- Licensing through DSHS is required. DSHS is responsible for ensuring a standard of care for clients in licensed Adult Family Home facilities. For information on caregiver and facility requirements click [HERE](#).
- A Business License through the State of Washington and a Mount Vernon Business License are both required.

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.