
Instructions for Adult Family Home Permit

This submittal checklist identifies minimum application elements necessary for the City to accept an application.

Addresses must be assigned to projects for permits to be approved. If your site does not have an address, contact the MLT Permit Specialist (permitspecialist@mltwa.gov) ASAP to have an address assigned.

Application fees will apply. Any additional fees are due at issuance of permit.

The following file naming convention is REQUIRED:

Permit Number, Submittal Number (if applicable), Document Type, Year.Month.Day

Example 1: BLD-R24-00000 2S Site Plan 2024.08.30

Example 2: BLD-R24-00000 2S Building Plans 2024.10.17

The first submittal documents will not have the permit number yet. However, please upload all documents using the correct naming conventions except for the permit number.

Failure to follow required naming convention will result in delays.

A staff person will confirm against the checklist below that all items are included in the submittal package. *If you think an item is not applicable to your project, you must contact the Department prior to submitting your application documents.* A preapplication conference is strongly recommended if you believe items on this checklist should be waived.

Complete the any additional fields located within the online ETrakit form as well as attaching all required submissions below electronically.

Adult Family Home Permit Submittal Required Attachments:

FLOOR PLAN

Must be at a scale of 1/8" = 1' and include:

- Show the size of area, exits, rooms, uses of areas. 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.
- Label all components for exiting i.e., stairs, ramps, platforms, lifts and elevators
- File must be named “Floor Plan”

AFFIDAVIT OF APPLICANT STATUS AND ACCEPTANCE OF FINANCIAL RESPONSIBILITY

- [Affidavit](#); filled out, signed, dated and notarized.
- File name must be “Affidavit of Applicant Status and Financial Responsibility”

OWNER/APPLICANT STATEMENT FORM

- [Owner/Applicant Statement Form](#)
- If there is more than one owner, each owner must sign.
- File name must be “Owner/Applicant Statement”

RESIDENTIAL BUILDING PERMIT

- If you do any construction, a [Building Residential Permit](#) will be needed.

WABO INSPECTION CHECKLIST

- If you are applying for a WABO building inspection, please use the [Adult Family Home WABO Checklist](#) and fill out the first page (Sections 1-4) prior to the inspection taking place.
- File name, when uploaded, must be “Adult Family Home WABO Checklist”

GENERAL BUSINESS LICENSE

- A General Business License must be obtained as a part of this permit process and prior to being granted occupancy. Go to secure.dor.wa.gov to apply for one. You will then upload proof of the license to your permit once granted.
- File name must be “General Business License”