



## ADULT FAMILY HOME

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 the City of Federal Way. In order to be approved as an adult family home, the provider must address the following items.

### **DSHS Licensing**

DSHS is responsible for ensuring a standard of care for clients in licensed facilities. For information on caregiver and facility requirements call 1-800-422-3263, or visit <https://www.dshs.wa.gov/altsa/residential-care-services/information-adult-family-home-providers>. The state also requires that an inspection be performed by the local jurisdiction to verify that the proposed facility is in compliance with building codes.

### **Washington State Business Licensing**

To establish a business in the State of Washington you are required to register with the Department of Revenue. For information call 1-800-647-7706, or visit [www.dor.wa.gov](http://www.dor.wa.gov).

### **City of Federal Way Business Registration**

Any business that operates within the city limits of Federal Way is required to register with the city. An application for a business license must be completed and submitted, along with appropriate fees, to the City Clerk's office at City Hall, 33325 8<sup>th</sup> Avenue South. For information call 253-835-2527, or visit [www.cityoffederalway.com](http://www.cityoffederalway.com).

### **City of Federal Way Adult Family Home Permit**

To ensure the home meets the minimum code requirements for fire and life safety, and to satisfy the DSHS requirement for an inspection by the local jurisdiction, a permit must be obtained from the city's Building Division. After the permit has been issued, you will arrange a site inspection.

**Please Note:** The inspection is *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, you may be charged an inspection fee. For additional information, contact the Permit Center at [permitcenter@cityoffederalway.com](mailto:permitcenter@cityoffederalway.com), or 253-835-2607.

### **Building/Plumbing/Mechanical/Electrical Permits**

Separate permits may be required for remodeling work, including construction of ramps and electrical wiring for smoke detectors. Contact the Permit Center at [permitcenter@cityoffederalway.com](mailto:permitcenter@cityoffederalway.com), or 253-835-2607, for information before beginning any work.

### **King County Environmental Health Approval**

If the home is served by a septic system, approval is required from King County to increase the number of bedrooms or expand the footprint of the home. For information call 206-296-4932, or visit [www.kingcounty.gov/healthservices](http://www.kingcounty.gov/healthservices). The city **will not** issue the Adult Family Home Permit until the septic system approval is provided.