



# ADULT FAMILY HOME PERMIT SUBMITTAL CHECKLIST

## Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

- Permit Application**
- Scope of Work:** State the scope of work (adult family home and the number of rooms you will be renting).
- Submittal Fee:** \$478.00
- Transportation Impact Fee Estimation Form**
- Park Impact Fee Estimation Form**
- Fire Impact Fee Estimation Form**
- Adult Family Home (AFH) Local Building Inspection Checklist:** Applicant must complete Page 1 of this checklist and the proposal must comply with the requirements listed on the remainder of the checklist.
- Certificate of Water Availability:** Must show the distance of the nearest hydrant and the flow rate of the hydrant:
  - City of Seattle Public Utilities (206) 684-5800 or online at <http://www.seattle.gov/util/Engineering/DevelopmentServicesOffice/ToolsResources/WACRequestForm/index.htm>
  - North City Water District (206) 362-8100 or online at <http://northcitywater.org/forms/>
- Site Plans – two (2 maximum size 11" x 17) copies** drawn to an engineering scale (e.g. 1" = 20").
  - North arrow.
  - Access roadway, location, width and length dimensions.
- Floor Plans – two (2) copies** details *may be required* on larger projects.
  - Grab bars installed for all water closets, bathtubs, and showers.
  - Means of egress including any components such as stairways, ramps, etc.
  - Note all sleeping rooms and classify as Type S, NS 1, or NS 2.
  - Location of smoke alarms (must be audible in all parts of the building).
  - Windows in sleeping rooms net minimum openable area of 5.7 square feet (minimum 24" high, 20" wide), sill height maximum 44".
  - Square footage of existing and proposed floor area.
  - Square footage of total living area of the primary residence.
- If any building construction is proposed** (addition, remodel, alteration of interior walls, alteration and/or addition of windows, structural changes, etc.): please see the *Residential Building Permit Submittal Checklist* for additional submittal requirements.

Fees effective 1/2019 and are subject to change.

**NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted.**

### OTHER PERMITS THAT MAY BE REQUIRED:

Building Permit                      Plumbing  
Mechanical                              Electrical

The Development Code (Title 20) is located at [CodePublishing.com](http://CodePublishing.com)

**Hours of Operation: M, T, Th, F: 8:00 a.m.–5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily**

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