Form #B3



PLANNING & DEVELOPMENT BUILDING DIVISION 121 5th Avenue N P: 425.771.0220 www.edmondswa.gov

PERMIT SUBMITTAL REQUIREMENTS FOR Adult Family Home

The purpose of this handout is to assist the public in complying with the 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. Only complete applications will be accepted by the city for review.

ADULT FAMILY HOMES:

Adult Family Homes are private residential homes licensed by the Department of Social and Health Services (DSHS) that contain living facilities (including provisions for sleeping, eating, cooking and sanitation and where personal care, special care, and room and board are) for six (6) or fewer residents.

PERMIT REQUIRED:

- 1) A <u>Compliance Permit and City inspections</u> (building and fire code) are required for all Adult Family Homes (including change of ownership on pre-existing approved homes). Minimum life-safety dwelling requirements, i.e., for egress windows or doors, smoke alarms (detectors), fire walls, and minimum light and ventilation in habitable spaces, etc. is verified.
- 2) A remodel or addition permit is required for existing or new Adult Family Homes in which alterations will be made to the residence.

LOCAL SIGN REGULATIONS:

Because commercial signs are not permitted in single family zones, signs identifying licensed Adult Family Homes located in single family zones may not include advertising or identify the home as a commercial operation. Signs for Adult Family Homes may contain information such as the name, address or phone number of the home, and shall not exceed four (4) square feet in area (no sign permit is required). For more information on signs for Adult Family Homes that are located in commercial zones contact the Planning Division for sign area limitations, design criteria and permitting requirements.

SUBMITTAL REQUIREMENTS:

1) Complete page <u>one</u> of the DSHS inspection checklist and upload with your other application documents. Pages 7, 8 and 9 shall be completed by the City Building Inspector.

Link to DSHS Inspection checklist:

Local Building Code Inspections Checklist.docx (live.com)

2)	PR	OVIDE FLOOR PLAN OF THE HOME WITH THE FOLLOWING INFORMATION:
		Designate the use and size of all rooms and spaces including headroom (i.e., living room 10 feet
		by 12 feet, 8 foot ceiling, etc.)
		Dimension all sleeping rooms, windows and doors. Indicate window sill height.
		Show smoke alarms (detectors).
		Show location of all heating appliances and thermostats, (i.e., furnace, wall heaters, etc.)

Updated on 4.10.24 Page 1 of 3

	Ш	Each sleeping room shall be designated by at least one of the following State Licensing code
		requirements:
		Type S – where the means of egress contains stairs, elevators or platform lifts. Type NS1 — where one means of egress is at grade level or a graph is constructed in
		• Type NS1 – where one means of egress is at grade level or a ramp is constructed in accordance with IRC Section 311.8 is provided.
		 Type NS2 – where two means of egress from the sleeping room are at grade level or ramps
		constructed in accordance with IRC Section 311.8 are provided.
		Indicate the path of travel (including stairs, ramps, platform lifts, etc.) from sleeping rooms to a
		yard, alley or public way (i.e., street or alley)
		If a ramp will be installed, separate permit approval is required regardless of height or size. To
		obtain a Ramp Permit provide construction details of how it will be constructed and a site plan
		showing where it will be located.
21	ΕΛ.	CURLETOING DOOM IN THE ENTIRE RECIDENCE CHAIL MEET THE FOLLOWING REQUIREMENTS.
3)		CH SLEEPING ROOM IN THE ENTIRE RESIDENCE SHALL MEET THE FOLLOWING REQUIREMENTS:
	Ш	Emergency egress. Egress is provided by either a door that leads directly to the outside OR a
		window with a minimum net clear openable area of 5.7 square feet (5.0 sq ft minimum if at grade
		level). Windows must have a minimum clear openable height of 24 inches and minimum clear
		openable width of 20 inches. The window sill height cannot be more than 44 inches above the
		finished floor. No alternatives to the sill height such as steps, raised platforms, or other devices
		placed by the openings will be approved as meeting this requirement.
	Ш	Smoke alarms are required in each sleeping room throughout the entire residence, in the outside
		hallway of all sleeping room areas and on each floor of the residence. All smoke alarms shall be
		hardwired and interconnected throughout the entire home (IRC 314.2). Wiring shall be
		permanent without a disconnecting switch. Alarms shall sound an alarm audible in all sleeping
		areas of the dwelling unit in which they are located.
	Ш	All bedroom and bathroom doors shall be openable from the outside when locked. Every closet
		that is provided with a door lock shall be readily openable from the inside.
	Ш	A Fire Exit plan shall be developed for emergency evacuation of residents and must be submitted
		to the City for review with the compliance permit. Once approved, the Fire Exit plan shall be
	_	posted in the house in a conspicuous place.
		Show location of fire extinguishers. Note, a minimum of 2-A:10-B:C fire extinguisher shall be
		provided at an approved location and be easily accessible.
CIT	Y BL	JILDING & FIRE INSPECTION REQUIREMENTS:
Th	e fol	lowing is inspected by City Building and Fire District 1 inspectors for compliance to the codes.
		Address numbers shall be placed in a conspicuous place on the exterior of the building to be plainly
	ш	visible and legible from the street or road fronting the property. Minimum size 6 inch letters of 3/4
		inch stroke in a contrasting color to the building.
		Fire Extinguishers
		Fire Exit Plan
		Accuracy of floor plan Location, hard-wiring and interconnection of all required smoke alarms
		Inspection Checklist (pages 4, 5 and 6 of the form) shall be completed by the City Building Inspector.
	П	Any items needing correction that are noted during this inspection will require re-inspection for final
		approval.
	NI a	••
	INO	te: Site inspections may reveal additional requirements and/or violations unrelated to the Adult Family

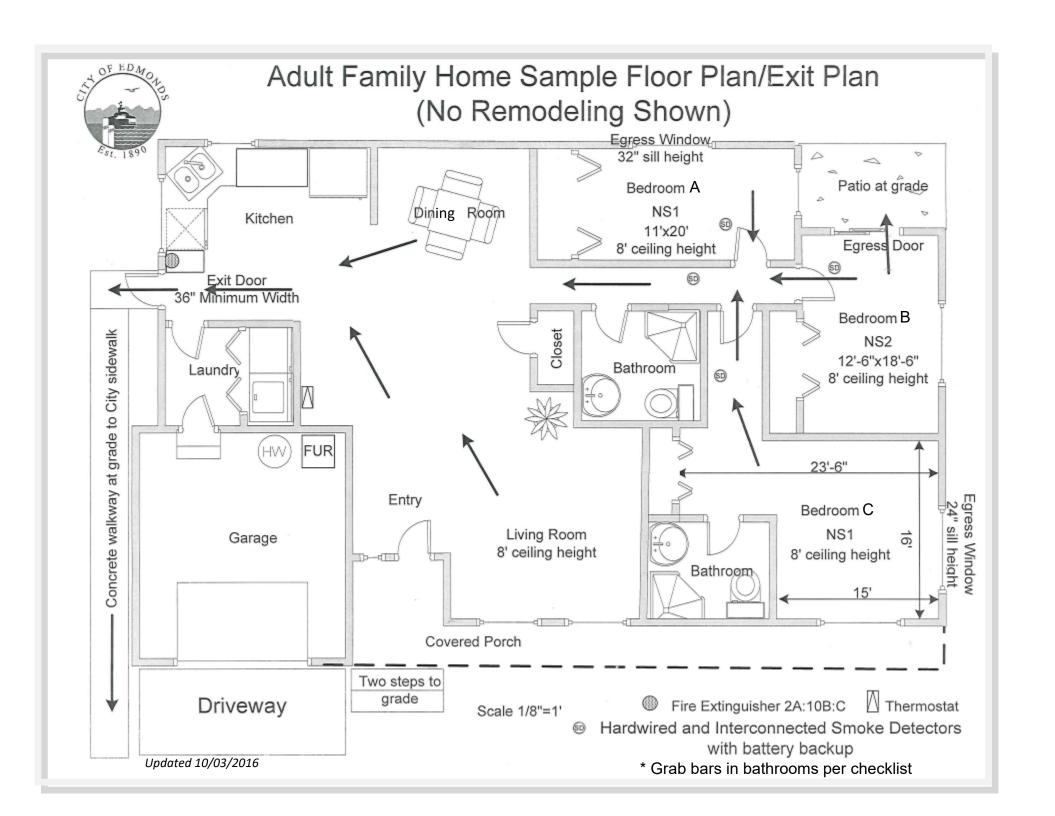
Home which must be resolved before occupancy is granted and the City business license issued.

FINAL APPROVAL REQUIREMENTS AND ISSUANCE OF CITY BUSINESS LICENSE:

The Adult Family Home provider shall submit a copy of the State Department of DSHS Adult Family Home License to the Building Official within 10 days of receipt from the State.

After the inspection has been approved and the State License has been received the <u>City Business License</u> will be issued. Note, the Provider is required to have a City business license prior to receiving residents. (Chapter 4.72 Edmonds City Code)

APPLY ONLINE: Mybuildingpermit.com



Adult Family Home (AFH) LOCAL BUILDING INSPECTION CHECKLIST

Code References: 2021 IRC Section R330 (WAC 51-51)

	APPLICATION NUMBER:						
SECTIONS 1, 2, 3, AND 4 MUST BE COMPLETED BY AP	PLICANT BEFORE INSPECTION WILL BE PROCESSED						
SECTION 1 – PROPERTY INFORMATION							
SITE ADDRESS:	ASSESSOR'S TAX/PARCEL#:						
SECTION 2 – APPLICA	NT INFORMATION						
PROPERTY OWNER NAME:	DAYTIME PHONE:						
AFH LICENSEE NAME (IF DIFFERENT):	DAYTIME PHONE:						
SECTION 3 – F	OOR PLAN						
On a separate sheet of paper (8 $\frac{1}{2}$ x 13 floors) of your prospective AFH. Including which bedroom is: A, B, C D,	e all sleeping rooms (bedrooms)						
Label all components for exiting i.e., st elevators.	airs, ramps, platforms, lifts and						
SECTION 4 – DISCLAIME	R/SIGNATURE BLOCK						
I certify under penalty of perjury that the information furnished by me is requesting or I am authorized by the owner of the above premises to at this location. I agree to hold harmless the jurisdiction conducting suc expenses, and attorneys' fees incurred in the investigation of such claim), and filed against the jurisdiction, but only where such claim arises out employees, upon the accuracy of the information supplied to the jurisdiction.	s true and correct to the best of my knowledge, and that I am request inspection for the operation of an Adult Family Home h inspections, at my request, as to any claim (including costs, which may be made by any person, including the undersigned, of the reliance of the jurisdiction, including its officers and						

NAME/TITLE: _ _ DATE: _ **□** PROPERTY OWNER **□** APPLICANT ☐ LICENSEE

Implementation Date: 2024 March 15 Updated: 2024 March (Effective Feb. 1, 2021 WAC 51-51-0330 Section R330 — Adult family homes.

SECTION R330 ADULT FAMILY HOMES

R330.1 General. This section shall apply to all newly constructed adult family homes and all existing single family homes being converted to adult family homes. This section shall not apply to those adult family homes licensed by the state of Washington department of social and health services prior to July 1, 2001.

R330.2 Reserved.

R330.3 Sleeping room classification. Each sleeping room in an adult family home shall be classified as:

- 1. Type S Where the means of egress contains stairs, elevators or platform lifts.
- 2. Type NS1 Where one means of egress is at grade level or a ramp constructed in accordance with R330.9 is provided.
- 3. Type NS2 Where two means of egress are at grade level or ramps constructed in accordance with R330.9 are provided.

R330.4 Types of locking devices and door activation. All bedroom and bathroom doors shall be openable from the outside when locked.

Every closet shall be readily openable from the inside.

Operable parts of door handles, pulls, latches, locks and other devices installed in adult family homes shall be operable with one hand and shall not require tight grasping, pinching or twisting of the wrist. Pocket doors shall have graspable hardware available when in the closed or open position.

The force required to activate operable parts shall be 5.0 pounds (22.2 N) maximum. Required exit doors shall have no additional locking devices.

Required exit door hardware shall unlock inside and outside mechanisms when exiting the building allowing reentry into the adult family home without the use of a key, tool or special knowledge.

R330.5 Smoke and carbon monoxide alarm requirements. All adult family homes shall be equipped with smoke and carbon monoxide alarms installed as required in Sections R314 and R315.1. Alarms shall be installed in such a manner so that the detection device warning is audible from all areas of the dwelling upon activation of a single alarm.

R330.6 Escape windows and doors. Every sleeping room shall be provided with emergency escape and rescue windows as required by Section R310. No alternatives to the sill height such as steps, raised platforms or other devices placed by the openings will be approved as meeting this requirement.

R330.7 Fire apparatus access roads and water supply for fire protection. Adult family homes shall be served by fire apparatus access roads and water supplies meeting the requirements of the local jurisdiction.

R330.8 Grab bar general requirements. Where facilities are designated for use by adult family home clients, grab bars for water closets, bathtubs and shower stalls shall be installed according to this section.

R330.8.1 Grab bar cross section. Grab bars with a circular cross section shall have an outside diameter of 1 1/4 inches minimum and 2 inches maximum. Grab bars with noncircular cross section shall have a cross section dimension of 2 inches maximum and a perimeter dimension of 4 inches minimum and 4 5/8 inches maximum.

R330.8.2 Grab bar installation. Grab bars shall have a spacing of 1 1/2 inches between the wall and the bar. Projecting objects, control valves and bathtub or shower stall enclosure features above, below and at the ends of the grab bar shall have a clear space of 1 1/2 inches to the grab bar.

EXCEPTION: Swing-up grab bars shall not be required to meet the 1 1/2 inch spacing requirement.

Grabs bars shall have a structural strength of 250 pounds applied at any point on the grab bar, fastener, mounting device or supporting structural member. Grab bars shall not be supported directly by any residential grade fiberglass bathing or showering unit. Acrylic bars found in bathing units shall be removed.

Fixed position grab bars, when mounted, shall not rotate, spin or move and have a graspable surface finish.

R330.8.3 Grab bars at water closets. Water closets shall have grab bars mounted on both sides. Grab bars can be a combination of fixed position and swing-up bars. Grab bars shall meet the requirements of R330.8. Grab bars shall mount between 33 inches and 36 inches above floor grade. Centerline distance between grab bars, regardless of type used, shall be between 25 inches minimum and 30 inches maximum.

Implementation Date: 2024 March 15

Updated: 2024 March

- **R330.8.3.1 Fixed position grab bars.** Fixed position grab bars shall be a minimum of 36 inches in length and start 12 inches from the rear wall.
- R330.8.3.2 Swing-up grab bars. Swing-up grab bars shall be a minimum of 28 inches in length from the rear wall.
- R330.8.4 Grab bars at bathtubs. Horizontal and vertical grab bars shall meet the requirements of R330.8.
- **R330.8.4.1 Vertical grab bars.** Vertical grab bars shall be a minimum of 18 inches long and installed at the control end wall and head end wall. Grab bars shall mount within 4 inches of the exterior of the bath tub edge or within 4 inches within the bath tub. The bottom end of the bar shall start between 36 inches and 42 inches above floor grade.
- EXCEPTION: The required vertical grab bar can be substituted with a floor to ceiling grab bar meeting the requirements of R330.8 at the control end and head end entry points.
- **R330.8.4.2 Horizontal grab bars.** Horizontal grab bars shall be provided at the control end, head end, and the back wall within the bathtub area. Grab bars shall be mounted between 33 inches and 36 inches above floor grade. Control end and head end grab bars shall be 24 inches minimum in length. Back wall grab bar shall be 36 inches minimum in length.
- R330.8.5 Grab bars at shower stalls. Where shower stalls are provided to meet the requirements for bathing facilities, grab bars shall meet the requirements of R330.8.
- EXCEPTION: Shower stalls with permanent built-in seats are not required to have vertical or horizontal grab bars at the seat end wall. A vertical floor to ceiling grab bar shall be installed within 4 inches of the exterior of the shower aligned with the nose of the built-in seat.
- **R330.8.5.1 Vertical grab bars.** Vertical grab bars shall be 18 inches minimum in length and installed at the control end wall and head end wall. Vertical bars shall be mounted within 4 inches of the exterior of the shower stall or within 4 inches inside the shower stall. The bottom end of vertical bars mount between 36 inches and 42 inches above floor grade.
- **R330.8.5.2 Horizontal grab bars.** Horizontal grab bars shall be installed on all sides of the shower stall mounted between 33 inches and 36 inches above the floor grade. Horizontal grab bars shall be a maximum of 6 inches from adjacent walls. Horizontal grab bars shall not interfere with shower control valves.
- **R330.9 Ramps.** All interior and exterior ramps, when provided, shall be constructed in accordance with Section R311.8 with a maximum slope of 1 vertical to 12 horizontal. The exception to R311.8.1 is not allowed for adult family homes. Handrails shall be installed in accordance with R330.9.1.
- R330.9.1 Handrails for ramps. Handrails shall be installed on both sides of ramps between the slope of 1 vertical to 12 horizontal and 1 vertical and 20 horizontal in accordance with R311.8.3.1 through R311.8.3.3.
- R330.10 Stair treads and risers. Stair treads and risers shall be constructed in accordance with R311.7.5. Handrails shall be installed in accordance with R330.10.1.
- R330.10.1 Handrails for treads and risers. Handrails shall be installed on both sides of treads and risers numbering from one riser to multiple risers. Handrails shall be installed in accordance with R311.7.8.1 through R311.7.8.4
- **R330.11 Shower stalls.** Where provided to meet the requirements for bathing facilities, the minimum size of shower stalls for an adult family home shall be 30 inches deep by 48 inches long.

[Statutory Authority: RCW $\underline{19.27.031}$ and chapters $\underline{19.27}$ and $\underline{34.05}$ RCW. 13-04-068, § 51-51-0325, filed 2/1/13, effective 7/1/13. Statutory Authority: Chapter $\underline{19.27}$ RCW. 10-18-036, § 51-51-0325, filed 8/25/10, effective 9/25/10. Statutory Authority: RCW $\underline{19.27.190}$, $\underline{19.27.020}$, and chapters $\underline{19.27}$ and $\underline{34.05}$ RCW. 09-04-023, § 51-51-0325, filed 1/27/09, effective 7/1/10. Statutory Authority: RCW $\underline{19.27.074}$, $\underline{19.27.020}$, and chapters $\underline{19.27}$ and $\underline{34.05}$ RCW. 07-01-090, § 51-51-0325, filed 12/19/06, effective 7/1/07. Statutory Authority: RCW $\underline{19.27.031}$ and $\underline{19.27.031}$ and $\underline{19.27.074}$. WSR 20-03-023, § 51-51-0330, filed 1/6/20, effective 7/1/20.]

Implementation Date: 2024 March 15

Updated: 2024 March

SECTION 5 <u>MUST</u> BE COMPLETED BY THE BUILDING DEPARTMENT IN THE JURISDICTION THE HOME WILL BE LOCATED.

PLEASE CHECK ALL APPLICABLE BOXES; MATCH THE LIST BELOW TO THE APPLICANT'S FLOOR PLAN – USING <u>THEIR</u> PROSPECTIVE RESIDENT BEDROOM DESIGNATIONS OF **A B C D E** AND **F** AND CLASSIFICATION CODE **S, NS1 OR NS2**.

*Please make copies of this bedroom page if the home has more than six resident bedrooms to be inspected.

SECTION 5 – BUILDING INSPECTOR'S INSPECTION CHECKLIST

R330.3 Sleeping Room Classification: Each sleeping room in an Adult family Home shall be classified as:

Type S – where the means of egress contains stairs, elevators or platform lifts to evacuate residents to public area.

Type NS1 – where 1 means of egress at grade level (has no stairs) or ramp constructed compliant with R330.9 is provided to evacuate residents to public area.

Type NS2 – where 2 means of egress at grade level (both have no stairs) or ramps constructed compliant with R330.9 are provided to evacuate residents to public area.

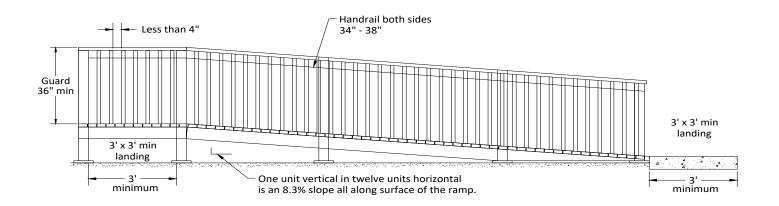
SLEEPING ROOM A		□ Ty	ype S	☐ Type NS1	☐ Type NS2	YES	NO
Closet door/s are readily openable from the inside	Yes	No	□N/A	Smoke alarm is inst	alled in the bedroom		
Bedroom door opens easily and quickly from the out:	side wher	n locke	d				
Sleeping room window has a net opening of 5.7 SF (n	ninimum	dimens	sions at leas	st 24"high; at least	20" wide)		
EXCEPT per R310.2.1: at-grade escape windows – ma	y have ne	et clear	ance openi	ing 5 SF			
Sleeping room window has a maximum sill height of	44" above				ler window allowed		
SLEEPING ROOM B			/pe S	☐ Type NS1	☐ Type NS2	YES	NO
Closet door/s are readily openable from the inside	Yes	No	□N/A	Smoke alarm is inst	alled in the bedroom		
Bedroom door opens easily and quickly from the out:							
Sleeping room window has a net opening of 5.7 SF (minimum dimensions at least 24"high; at least 20" wide)							
EXCEPT per R310.2.1: at-grade escape windows – ma	y have ne	et clear	ance openi	ing 5 SF			
Sleeping room window has a maximum sill height of	44" above			ening; no steps und	ler window allowed		
SLEEPING ROOM C		□ Ty	ype S	☐ Type NS1	☐ Type NS2	YES	NO
Closet door/s are readily openable from the inside	Yes	No	□N/A	Smoke alarm is inst	alled in the bedroom		
Bedroom door opens easily and quickly from the out:							
Sleeping room window has a net opening of 5.7 SF (n				•	20" wide)		
EXCEPT per R310.2.1: at-grade escape windows – ma	y have ne	et clear	ance openi	ing 5 SF			
Sleeping room window has a maximum sill height of 44" above floor to clear opening; no steps under window allowed							
SLEEPING ROOM D		_	/pe S	☐ Type NS1	☐ Type NS2	YES	NO
Closet door/s are readily openable from the inside			□N/A	Smoke alarm is inst	alled in the bedroom		
Bedroom door opens easily and quickly from the out							
Sleeping room window has a net opening of 5.7 SF (n				• .	20" wide)		
EXCEPT per R310.2.1: at-grade escape windows – ma							
Sleeping room window has a maximum sill height of	44" above						
SLEEPING ROOM E			/pe S	☐ Type NS1	☐ Type NS2	YES	NO
Closet door/s are readily openable from the inside			□N/A	Smoke alarm is inst	alled in the bedroom		
Bedroom door opens easily and quickly from the out							
Sleeping room window has a net opening of 5.7 SF (n				_	20" wide)		
EXCEPT per R310.2.1: at-grade escape windows – ma	•						
Sleeping room window has a maximum sill height of 44" above floor to clear opening; no steps under window allowed							
SLEEPING ROOM F		_	/pe S	☐ Type NS1	☐ Type NS2	YES	NO
Closet door/s are readily openable from the inside			□N/A	Smoke alarm is inst	alled in the bedroom		
Bedroom door opens easily and quickly from the out							
Sleeping room window has a net opening of 5.7 SF (minimum dimensions at least 24"high; at least 20" wide)							
EXCEPT per R310.2.1: at-grade escape windows – ma							
Sleeping room window has a maximum sill height of	44" above	e floor	to clear op	ening; no steps und	ler window allowed		

Implementation Date: 2024 March 15

Updated: 2024 March

GENERAL	YES	NO
Bathroom doors are easily and quickly openable from the outside when locked		
Carbon Monoxide alarms are installed as required in R315 on each level of the home.		
Smoke alarms are installed on all levels of the dwelling, in each resident sleeping room, outside each separate sleeping area in the immediate vicinity of sleeping rooms (R314).		
Smoke and Carbon Monoxide alarms are installed in such a manner so that the audible warning may be heard in all parts of the dwelling upon activation of a single device.		
Access road and water supply meet local fire jurisdictional requirements.		
R330.4 Operable parts of door handles, pulls, latches, locks and other devices installed in AFH shall be operable with one hand and shall not require tight grasping, pinching or twisting of the wrist (lever-type).		
Pocket doors shall have graspable hardware available when in the closed or open position.		

R311.8 Ramps	YES	S NO		
Inside Ramp N/A 🗖				
R311.8.1 Maximum Slope one unit vertical in twelve units horizontal (8.3% slope). (Exception R311.8.1 Not allowed in AF				
R330.9)				
R311.8.2 Landing Requirements: min. 3X3 foot landing at top/bottom, where doors open onto ramps, and where ramp				
changes directions.				
R330.9.1 Handrails required on both sides of ramp.				
Outside Ramp N/A 🔲	YES	S NO		
R311.8.1 Maximum Slope one unit vertical in twelve units horizontal (8.3% slope). (Exception R311.8.1 Not allowed in AF	_			
R330.9)				
R311.8.2 Landing Requirements: min. 3X3 foot landing at top/bottom, where doors open onto ramps, and where ramp				
changes directions.				
R330.9.1 Handrails required on both sides of ramp.				
R312.1.1 Guards shall be located along open-sided walking surfaces, that are located more than 30 inches measured				
vertically to the floor or grade below at any point within 36 inches horizontally to the edge of the open side.				
Guards below are depicted vertically as an example only.				



Implementation Date: 2024 March 15 Updated: 2024 March

R311.2 Means of Egress	YES	NO		
R311.2 Door must be side-hinged with min. width of 32 inches between face of door and stop. Height not less than 78 inches.				
R330.4 Operable parts of door handles, pulls, latches, locks and other devices installed in AFH shall be operable with one hand and				
shall not require tight grasping, pinching or twisting of the wrist (lever-type).				
R330.4 Required exit door hardware shall unlock inside and outside mechanisms when exiting the building allowing re-entry without				
use of key, tool or special knowledge.				
R311.7 Stairways N/A 🔲	YES	NO		
R311.7.5.1 Riser Height: Max riser height shall be 7 ¾ inches (8 inches in structures built prior to July 1, 2004)				
R311.7.5.1 Riser Height: Max riser height shall be 7 ¾ inches (8 inches in structures built prior to July 1, 2004)				
R330.10.1 Handrails for Treads and Risers shall be installed on both sides of treads and risers numbering from one riser to multiple				
risers. Handrails shall be installed in accordance with R311.7.8.1 – R311.7.8.4				
R330.8 Grab Bars in Bathrooms N/A	YES	NO		
Grab bars shall be installed for all water closets (toilets), bathtubs and showers according to R330.8.				
Water Closets (toilet) shall have grab bars installed on both sides according to R330.8.3				
Bathtubs shall have two vertical and three horizontal grab bars installed according to R330.8.4				
Shower stalls have two vertical and horizontal grab bars mounted on all sides of shower according to R330.8.5				
Shower stalls must be minimum size of 30 inches deep by 48 inches long (R330.11)				
Adult Family Home Project Address				
BUILDING DEPT. INSPECTOR'S NAME (PRINT)				
BUILDING DEPT. INSPECTOR'S SIGNATURE DATE:				
BUILDING DEPT. OFFICE ADDRESS OFFICE PHONE NUMBER:				
Application and inspection checklist developed by Washington Association of Building Officials (WABO), in cooperation with Department of Social and Health Services (DSHS) for use by both departments and licensors in accordance with WAC 388-76-10700.				

Implementation Date: 2024 March 15 Updated: 2024 March