**Adult Family Home (AFH) Information Sheet**

Building Inspection

**Review** [**Chapter 388-76 WAC**](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true) **for current licensing requirements**

If you are applying for an adult family home license, you must submit with your application a copy of the adult family home building inspection checklist that verifies the home has “PASSED” the local building inspection. See WAC [388-76-10695](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true#388-76-10695) and [388-76-10700](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true#388-76-10700).

**How do I get a building inspection?**

* Contact your local building official to schedule an inspection of your home.
* You are responsible for any fee associated with this inspection.
* The building official conducts the inspection based on a checklist, then completes and signs the form. **Make sure every section of the form is filled out and it is signed so it will not delay your application process.**
* Before submitting the checklist with your application, please be sure to sign the front page of the form and check the box to indicate whether you are the property owner, applicant, or licensee.

**How do I find out who my local building official is?**

* The [Washington Association of Building Officials website](https://www.wabo.org/find-your-bo) has a tool to help you locate your local building official; or
* The White Pages of the phone book under City or County Government.

**What if my home does not pass the inspection?**

* + Do not send in the application packet until you have a signed building inspection form that indicates “PASSED.”
  + Your application will not be processed until you have the building inspection form showing “PASSED” and all boxes on the form are completed.

**Are there other building issues that could keep my home from being licensed?**

* + Yes, this is only one part of the inspection process. Even though the local building inspector indicated the home passed inspection, the department will conduct an ‘initial inspection’ after the application is processed and accepted. At that time, the AFH Licensor may identify safety or other issues that do not meet the licensing requirements.
  + In addition, building inspectors sometimes interpret building codes differently in different parts of the state. If a building inspector has passed the home but did not require certain things that are clearly described in the building code (such as grab bars in the shower and by the toilet) the licensor will require those items be in place before recommending licensure.

*(Updated October, 2021)*