

ADULT FAMILY HOME INSPECTIONS SUBMITTAL CHECKLIST

Overview

Getting an inspection for an Adult Family Home License requires a few documents. Please include all the necessary documents to have a complete submittal package to get you through the process as quickly as possible.

If you are unsure about any potentially applicable submittal items, please email PermitTech@Sammamish.us.

Code Reference

SDC 21.09.010.F

Online Resources

www.MyBuildingPermit.com
Guides & Tip Sheets
Project Guidance
Sammamish Property Tool
Applications & Forms

Questions?

PermitTech@sammamish.us

ABOUT THE ADULT FAMILY HOME INSPECTION CHECKLIST

To apply for an Adult Family Home (AFH) inspection, you will need to obtain an inspection from the City .

Changes to an existing structure may require additional permits:

- Remodel work, such as structural, plumbing, electrical, fire systems, clearing and grading
- Removal, decommissioning, and/or changes to septic systems, wells, and fuel tanks

Please note that demolitions, pools, retaining walls, and detached structures require the submittal of a separate demolition or building permit.

A separate PDF of each document is required at the time of submittal.

Please include all the necessary documents to have a complete submittal package to get you through the review process as quickly as possible.

ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on MyBuildingPermit.com.
- 2 Select “Apply For Permit”. Then select “Sammamish” as the jurisdiction.
- 3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>
Building	Single-Family Residential	Adult Family Home Inspection Only
- 4 Complete & save this form before uploading it in the “File Upload” section along with the required submittal documents.

SUBMITTAL CHECKLIST: ADULT FAMILY HOME INSPECTIONS



REQUIRED SUBMITTAL ITEMS (NO STRUCTURAL CHANGES)

- Site Plan
 - Give property dimensions, show any adjacent streets, and the position of the house on the lot.
 - The drawing must be representative of the lot.

 - Floor Plan
 - Provide a drawing that is representative of your floor plan, labeling the use of each room to give the Building Inspector information about the layout of your home.

 - [Washington State Department of Social and Health Services \(DSHS\) AFH Building Inspection Checklist](#)
 - Please complete sections 1-4.

 - Preliminary approval by the King County Department of Public Health
 - Required for properties served by a septic system and/or a well.
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