

WABO Inspections – Adult Family Homes

Several steps are required to establish an Adult Family Home (AFH) in your Single-Family Residence (SFR) or make alterations to an existing AFH. A building permit is required to be issued prior to a WABO inspection. In order to obtain a Building Permit the following items must be submitted for permit review:

1. A [Building Permit application](#).
2. Construction plans and site plans for alterations to the structure. See the [Residential Construction Submittal Checklist](#) for a list of the required documents for a construction permit submittal.
3. A WABO [Adult Family Home Checklist](#) packet (WABO AFH packet).

If you have any questions regarding this process, we recommend you contact an Architect as the process can be very involved depending on the work necessary to create an Adult Family Home.

For new owners of a previously permitted Adult Family home, the application and WABO AFH packet are still required if no new construction is being proposed. Construction plans will not be required.

Permit applications, Residential and AFH checklists and general instructions for submitting for permits may be found on the Permit Services webpage at everettwa.gov/permits.

This is an application process, so you will bring your submittal packet to the “drop box” area at our office at 3200 Cedar St. 2nd floor lobby. The submittal will be reviewed for completeness and conformance to required building and land use codes. The applications are reviewed in the order received and the review may take several weeks to complete. If construction is proposed to create the AFH (such as changes to the building, mechanical, plumbing, electrical systems, or site work), additional plans and permits will be required.

When the permit is approved, you will receive an email outlining the permit fees due and instructions on how to pay online. Once the payment is processed, you will receive an email that the permit package (approved plans and permit) has been issued and is available for pick-up from our “Will Call” area at 3200 Cedar St. 2nd floor lobby.

Once the permit is issued and picked up, inspections may be scheduled. Instructions for scheduling inspections through our Online Permitting Portal are at everettwa.gov/permits under the Inspection Requests tab.

After the dwelling passes all required inspections, the inspector will sign the WABO-AFH application. You may then present that signed application to your state licensing agency.