

**Physical Address:**

Auburn City Hall Annex, 2<sup>nd</sup> Floor  
1 E Main St  
[permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)

**Mailing Address:**

25 W Main St  
Auburn, WA 98001-4998

**Webpage & Application Submittal:**

[www.auburnwa.gov](http://www.auburnwa.gov)  
[applications@auburnwa.gov](mailto:applications@auburnwa.gov)

**Phone and Email:**

Phone: (253) 931-3090

## STEP 1: CONTACT THE STATE AND THE DEPARTMENT OF REVENUE



Washington State Department of Social and Health Services

### **Washington State Department of Social and Health Services (DSHS)**

Complete a DSHS application for an Adult Family Home. State requirements and their application can be found at:

<https://www.dshs.wa.gov/altsa/residential-care-services/afh-applications>



### **Washington State Department of Revenue (DOR)**

Obtain a Unified Business Identifier (UBI) number from the WA Department of Revenue. This is for a State Business License.

<https://dor.wa.gov/doing-business/register-my-business> At the same time you can apply for the city license/endorsement at the same site.

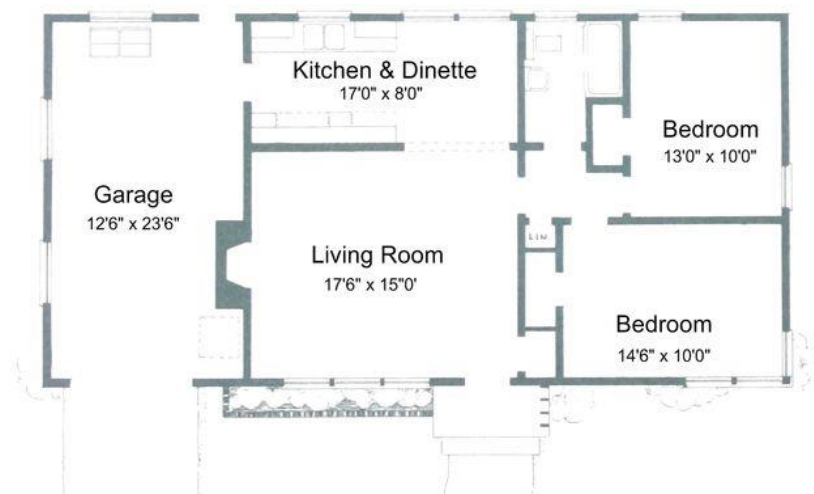
## STEP 2: APPLY FOR A CITY ENDORSEMENT/LICENSE THROUGH THE STATE BLS PORTAL

Apply for an endorsement/business license through the State BLS web portal

Select this link. <https://dor.wa.gov/doing-business/register-my-business>

The application and data will be forwarded to the city for review.

*(Please note page 2 of the application does not apply)*



A floor plan is required. Client bedrooms shall be lettered as A, B, C, D, E, F, etc... Include the square footage and number of beds per room. This information must be provided to prevent rejection of your application.

### STEP 3: PAY FEES

The cost of the home-based Auburn license/endorsement through the state is \$103., collected through the state endorsement.

The cost for a City of Auburn Home Occupation license is \$103.00 and for the inspection \$361.00.

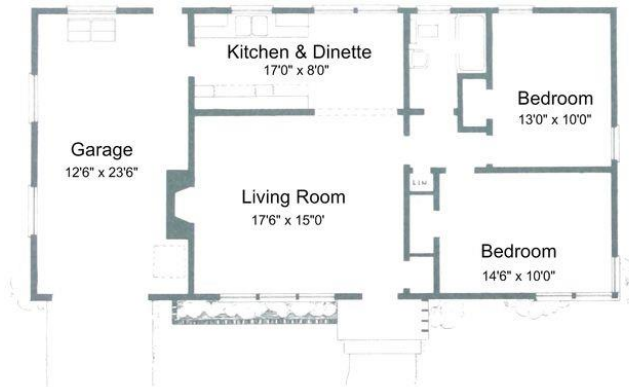
### STEP 4: SCHEDULE A CITY INSPECTION

To schedule an Adult Family Home Inspection please have ready:

1. **WABO checklist:** <https://www.dshs.wa.gov/altsa/residential-care-services/afh-building-inspections>

Adult Family Home (AFH) LOCAL BUILDING INSPECTION CHECKLIST	
Code References: 2018 IRC Section R330 (WAC 51-51)	
1	APPLICATION NUMBER: _____
SECTIONS 1, 2, 3, AND 4 MUST BE COMPLETED BY APPLICANT BEFORE INSPECTION WILL BE PROCESSED	

2. **Floor plan:**



The inspector will contact you directly to schedule your inspection. Inspections can also be requested by emailing: [inspections@auburnwa.gov](mailto:inspections@auburnwa.gov)

During inspection the inspector will review the WABO checklist items with you. Upon completion of the inspection and correction of any items pertaining to the WABO checklist are made, the inspector will return the checklist to the Business license department for processing.

The WABO checklist will be scanned for retention with the final approval signature of the inspector. A copy will be maintained and become part of your DSHS Application Packet.

### STEP 5: COMPLETE THE PROCESS

1. Submit the **approved** WABO Inspection checklist to the State of Washington DSHS to complete your Adult Family Home Application.  
<https://www.dshs.wa.gov/altsa/residential-care-services/afh-applications>
2. Once the State DSHS office **issues** the Adult Family Home License, email a copy to the City for final review and approval of your Auburn Business License.  
[businesslicenses@auburnwa.gov](mailto:businesslicenses@auburnwa.gov)

### STEP 6: RENEW ANNUALLY

Renew your city endorsement and state license each year, email [businesslicenses@auburnwa.gov](mailto:businesslicenses@auburnwa.gov) If you have any questions.

## QUESTIONS??

### **Contacts**

City of Auburn Permit Center: [Permitcenter@auburnwa.gov](mailto:Permitcenter@auburnwa.gov)

1 East Main Street, Auburn, WA, 98002 Second Floor, Customer Service Center

### **WHAT IF I NEED TO REMODEL MY HOME?**

If any alterations to your home are necessary, apply for a permit via [www.mybuildingpermit.com](http://www.mybuildingpermit.com). Construction tip sheets are available for conversions.



### Application Information

#### Application Type

**Building:** Permits for construction, modification or demolition of a building or structure.

#### Project Type

**Single Family Residential:** 1 or 2 unit dwellings and all buildings and structures accessory to this use.

#### Activity Type

**Remodel:** Changing the interior space of an existing structure, either structural or nonstructural, but not creating any new floor area. May include exterior changes.

#### Scope of Work

**Residence:** A building such as a single family dwelling, duplex, guest home, or townhome.

**PRIOR** to any construction, the following documents are required for review:

- ☐ **Site Plan**— (see sample [site plan link](#)) A drawing of your lot and the setbacks to the property lines and other structures.
- ☐ **Building Plans**

Please note that a final building inspection is required **PRIOR** to issuance of a City of Auburn Business License/city endorsement from the state for any new or remodeled Adult Family homes.