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 Department of Community
 Development
 Auburn City Hall Annex, 2nd Floor

Mailing Address
 Department of Community Development
 25 West Main Street
 Auburn, WA 98001-4998

ADULT FAMILY HOMES

STEP-BY-STEP LICENSING PROCESS

STEP 1: FILL OUT THE DSHS APPLICATION & APPLY FOR DOR LICENSE

Washington State Department of Social and Health Services (DSHS)

Review and complete the DSHS application form for an Adult Family Home. Ensure the home meets all State requirements.

Washington State Department of Revenue (DOR)

Obtain a Unified Business Identifier (UBI) number via WA Department of Revenue State Licensing Process. This is the state business license.

Contacts

Washington State Department of Social and Health Services (DSHS):

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

Washington State Department Of Revenue:

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

STEP 2: SCHEDULE AN INSPECTION

City of Auburn Permit Center

In order to schedule a WABO Adult Family Home inspection, please provide your completed WABO checklist to the Permit Center and pay the inspection fee.

During the inspection, the City inspector will go through the WABO inspection checklist items with you. Upon inspection approval, the inspector will sign the WABO checklist, and it will become part of your DSHS application packet.

Note: If any alterations are necessary, apply for and obtain permit(s) from the City of Auburn Permit Center prior to any construction.

Contacts

City of Auburn Permit Center

253-931-3020

Permitcenter@auburnwa.gov

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

STEP 3: APPLY FOR A CITY OF AUBURN BUSINESS LICENSE

City of Auburn Permit Center

Please submit the following items:

1. A copy of the your Department Of Revenue license, or provide your UBI number.
2. A Copy of the DSHS Adult Family Home License, once issued by the State of Washington
3. A complete City of Auburn Home Occupation License application.

http://www.auburnwa.gov/Assets/PCD/AuburnWA/Docs/home_business.pdf

(Please note that you are not reviewed under the home occupation license regulations, therefore page 2 of the application does not apply)

Payment of Fees: The cost for a City of Auburn Home Occupation license is \$100.00, \$175.00 for an inspection.

Note: a 3% service fee will be assessed on all credit/debit card transactions.

STEP 4: RENEW LICENSE ANNUALLY

Renew the business license each year – the city business license is valid until December 31 of each year.