# 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](https://www.dshs.wa.gov/altsa/residential-care-services/afh-applications)

- **Washington State Department Of Revenue:**

### 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.


*(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.