
CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | www.mercergov.org

Inspection Requests: Online: www.mybuildingpermit.com VM: 206.275.7730



ADULT FAMILY HOME PERMIT SUBMITTAL REQUIREMENTS

PERMIT REQUIRED

A Building Permit from the City of Mercer Island and City inspection(s) are required for all Adult Family Homes (including the change of ownership on pre-existing approved homes). City inspectors will review for compliance with the minimum regulations for Adult Family Homes (e.g. - egress windows or doors, smoke alarms, carbon monoxide detectors, fire walls, minimum light and ventilation, grab bars, ramps, etc.)

APPLICABLE CODES

2015 International Building & Residential Code

WAC Amendments R202 & R325

WAC 388-76

ADULT FAMILY HOMES

Adult Family Homes are private residential homes licensed by the Department of Social and Health Services (DSHS) where personal care, special care, and room and board are provided to not more than six (6) resident adults.

ZONING CODE REGULATIONS

Prior to permit application you must contact a City Planner at 206.275.7605 to discuss Zoning code regulations pertaining to this use (for example; signage, parking, allowable uses, etc.).

CITY BUSINESS LICENSE REQUIRED

A business license from the City of Mercer Island is issued annually for a fee of \$30.00. An application can be obtained by visiting the Finance Department at City Hall, by downloading the application from the City website at www.mercergov.org/businesslicenses, or by calling the Finance Department at 206-275-7783.

STATE BUILDING/FIRE CODE AND OTHER REQUIREMENTS

The applicant is responsible for meeting all other state and federal regulations pertaining to their Adult Family Home. Contact DSHS and review WAC 388-76 for additional State requirements.

PERMIT APPLICATION AND INSPECTION PROCESS

APPLICATION

Submit the following

1. A complete permit application and required permit fee
2. Completed page one of the attached Adult Family Home (AFH) Local Building Inspection Checklist. Note: Pages 4, 5 & 6 shall be completed by the City Building Inspector.
3. Submit two (2) copies of a floor plan of the home (scaled ¼" = 1') which clarifies the following:
 - A. Designate the use and size of all rooms and spaces including headroom (e.g. Living Room of 10' x 12' x 8' ceiling height, etc.)
 - B. Dimension all sleeping rooms, windows and doors. Indicate window sill height.

- C. Designate each sleeping room by at least one of the following State Licensing code requirements:
 - i. Type S – where the means of egress contains stairs, elevators or platform lifts.
 - ii. Type NS1 – where one means of egress is at grade level or a ramp is constructed in accordance with R325.9 is provided.
 - iii. Type NS2 – where two means of egress from the sleeping room are at grade level or ramps constructed in accordance with R325.0 are provided.
 - iv. Indicate the path of travel (including stairs, ramps, platform lifts, etc.) from sleeping rooms to a yard or public way (i.e. street or alley)
- D. Show that each sleeping room in the entire residence meets the following requirements:
 - i. Emergency Egress: Egress is provided by either a door that leads directly to the outside OR a window with a minimum net clear openable area of 5.7 square feet. Windows must have a minimum clear openable height of 24 inches and minimum clear openable width of 20 inches. The window sill height cannot be more than 44 inches above the finished floor. No alternatives to the sill height such as steps, raised platforms, or other devices placed by the openings will be approved as meeting this requirement.
 - ii. The minimum sleeping room size is 70 square feet, 7 foot minimum in any horizontal dimension, with 7 feet minimum headroom.
 - iii. All bedroom and bathroom doors shall be openable from the outside when locked. Every closet that is provided with a door lock shall be readily openable from the inside.
- E. Show smoke alarm (detector) locations. Smoke alarms are required in each sleeping room throughout the entire residence, in the outside hallway of all sleeping room areas and on each floor of the residence. All smoke alarms shall be hardwired and interconnected throughout the entire home (IBC 907.2.10.3). Wiring shall be permanent without a disconnecting switch. Alarms shall sound an alarm audible in all sleeping areas of the dwelling unit in which they are located.
- F. Show location of Carbon Monoxide detector(s) located outside of each separate sleeping area in the immediate vicinity of the bedroom(s)
- G. Show grab bars installed for all water closets, bathtubs and showers.
- H. Show dimensions for stairs - treads, risers and handrails (on both sides of stairs).
 - I. If a ramp will be installed, provide construction details of how it will be constructed and a site plan showing where it will be located.
- J. Show location of fire extinguishers. Note, a minimum of 2-A:10-B:C fire extinguisher shall be provided at an approved location and be easily accessible.
- K. Provide a Fire Exit plan for emergency evacuation of residents. Once approved, the Fire Exit plan shall be posted in the house in a conspicuous place.

Verify to the Fire Marshal that Fire apparatus access roads and water supply for fire protection meet City requirements.

INSPECTION

The following is inspected by the City Building and Fire Department inspectors for compliance to the codes.

1. Provide a Fire Exit plan for emergency evacuation of residents. Once approved, the Fire Exit plan shall be posted in the house in a conspicuous place.
2. Fire Extinguishers
3. Fire Exit Plan
4. Accuracy of floor plan
5. Location, hard-wiring and interconnection of all required smoke alarms and carbon monoxide alarms.
6. AFH Inspection Checklist (page 4, 5 & 6 of the attached form) shall be completed by the City Building Inspector.

Note: Site inspection may reveal additional requirements and/or violations unrelated to the adult Family Home which must be resolved before occupancy is granted and the City business license issued.

FINAL APPROVAL AND THE ISSUANCE OF CO & CITY BUSINESS LICENSE

1. The Adult Family Home provider shall submit a copy of the State Department of DSHS Adult Family Home License to the Building Official, within 10 days of receipt from the State.
2. After the WABO inspection has been approved and the State License has been received the Certificate of Occupancy and the City Business License will be issued. **Note:** the Provider is required to have these **prior** to receiving residents.

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is not a complete list of permit or code requirements and should not be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes.