



City of Bothell™

DEVELOPMENT SERVICES

BUILDING • COMMUNITY RISK REDUCTION • ENGINEERING • PLANNING • PERMIT SERVICES • TRANSPORTATION

NEW DETACHED CONDOMINIUM OR TOWNHOMES BUILDING PERMIT CHECKLIST

2b

Online application submittal is required through www.MyBuildingPermit.com,
Select Application Type: Building > Multifamily Residential > New Construction > Primary Building

This submittal checklist is applicable to row Townhomes, Duplex or Detached Condominium applications, where site work permits and SEPA (if applicable) have already been applied for.

All drawn to scale, construction plans are to be drawn to 1/8 inch = one foot, minimum. The submittal fee (plan check fee and fire plan check fee) is due at submittal, with additional fees due at issuance of permit.

Other items may be required to be submitted for an application in order to ensure that the application is consistent with the Bothell Municipal Code.

GENERAL DOCUMENTS REQUIRED AT APPLICATION SUBMITTAL:

Development Services permit application per BMC 11.06.002. An application shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information.

APPLICANT	STAFF
<input type="checkbox"/> Address Assignment letter (see form 54, address must be assigned prior to application).....	<input type="checkbox"/>
<input type="checkbox"/> The applicable fees (plan check fee and fire plan check)	<input type="checkbox"/>
<input type="checkbox"/> Development Review Billing form D	<input type="checkbox"/>
<input type="checkbox"/> Water and sewer availability certificate that has been <u>completed</u> by the water and sewer purveyor. (Form 36 if the City of Bothell is your provider, allow 2 weeks for processing). If your water and/or sewer provider is Alderwood, Northshore or Woodinville, please contact them for the water and/or sewer availability certificate.	<input type="checkbox"/>
<input type="checkbox"/> Letter/certificate from the water service provider indicating available fire flow meets Fire Department requirements (see form 36 Water/Sewer/Fire Flow availability)	<input type="checkbox"/>
<input type="checkbox"/> Completed Water Meter Sizing Form 61a if the city of Bothell is the water service provider- separate form required per water meter	<input type="checkbox"/>
<input type="checkbox"/> Metro Residential Sewer Use Certification form if the City of Bothell is sewer provider, separate form required per side sewer connection	<input type="checkbox"/>
<input type="checkbox"/> Structural Calculations.....	<input type="checkbox"/>
<input type="checkbox"/> WA State Energy Code Compliance information	<input type="checkbox"/>
<input type="checkbox"/> Geotech/soils report from a licensed Geo-technical Engineer	<input type="checkbox"/>

Plumbing and Mechanical information (this will be requested during application process)

- Building is IRC construction design, mechanical and plumbing are included, and the completed plumbing/mechanical fixture schedule (review is automatically included with the building permit)
- Building is IBC construction design - deferred mechanical and plumbing permit submittals are noted on plans
- Building is IBC construction design - plumbing and mechanical review is requested at this time, plumbing and mechanical plans are included and completed fixture schedule is included with this application (note: if building, plumbing and/or mechanical plans are combined in one plan set those plans and permits will not be issued until all approvals are complete, and permits will be issued together)

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SITE PLAN – INCLUDING THE FOLLOWING:

Plan Sheet

Number *APPLICANT*

STAFF

Overall Site Plan to scale indicating:

- _____ Vicinity Map title block indicating name, address, phone number of applicant and owner
- _____ Overall site layout of proposed streets, driveways, fire hydrants and building unit locations, indicating the specific subject building's location on the overall site

Site Specific Site Plan (minimum 8 ½ "x 11" size paper at a scale of 20' equals 1") showing the proposed structure in plan view, indicating:

- _____ Title block indicating name, address, phone number of applicant and owner.....
- _____ Legal description and assessors parcel number
- _____ North arrow
- _____ Drawing scale
- _____ Site acreage.....
- _____ All proposed improvements on property
- _____ Existing and proposed contours (2 foot increments where <15% slope, 5 foot increments where the slope is 15% or greater)
- _____ Natural grade elevations at midpoint of each building wall, supplied by a licensed land surveyor
- _____ Building footprint square footage
- _____ Total building square footage (all floors and including garage)
- _____ Location and distance of the building in relation to adjacent buildings, and streets.
- _____ Fire separation distance designation.
- _____ Elevation of the garage and the elevation of the curb at centerline of the proposed driveway
- _____ Elevation of finish floor
- _____ When present, environmentally sensitive areas on site, adjacent to, or within 200 feet of property (such as wetlands, steep slopes, top and toe of slope, rivers, streams, etc.)
- _____ When present, any surface waters (e.g. streams, ponds, ditches, etc.) within 200 feet of property
- _____ Location of existing and/or proposed easements
- _____ Existing sewer, water, storm drains, and other utilities.....
- _____ Location and method of proposed sewer connection, water meter, roof drain connection to the existing storm drain, and the location of the foundation drain with point of disposal indicated.

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CONSTRUCTION PLAN - INCLUDING THE FOLLOWING:

Plan Sheet Number	APPLICANT	STAFF
_____	<input type="checkbox"/> ALL deferred submittals noted on the cover page of the plan set (i.e. fire alarm, fire suppression, plumbing, and/or mechanical).	<input type="checkbox"/>
_____	<input type="checkbox"/> Construction, erection, enlargement, alteration or repairs of or to residential buildings with more than four units shall be designed by a licensed registered architect and the drawings shall be sealed by the architect. RCW 18.08.410.	<input type="checkbox"/>
_____	<input type="checkbox"/> For buildings containing three or more attached dwelling units, excluding dwelling units that are each located on their own platted lot and buildings in which all of the dwelling units are held under one ownership and subject to a recorded irrevocable sale prohibition covenant: The following stamped certified statement by the person stamping the building enclosure design documents is required. "The undersigned has provided building enclosure documents that in my professional judgment are appropriate to satisfy the requirements of RCW 64.55.005 through 64.55.090". A statement shall be noted on the plans that directs the qualified inspector to submit a final acceptance letter to the building division indicating the building has been constructed (or reconstructed) in substantial compliance with the building enclosure design documents per RCW 64.55.060.	<input type="checkbox"/>
_____	<input type="checkbox"/> Building Elevations.....	<input type="checkbox"/>
Floor Plan of each floor and basement indicating:		
_____	<input type="checkbox"/> Square footage of total building – indicate room usage	<input type="checkbox"/>
_____	<input type="checkbox"/> Location of all walls and partition, door sizes, and window sizes.....	<input type="checkbox"/>
_____	<input type="checkbox"/> Beam, header, girders, columns, and post sizes.....	<input type="checkbox"/>
_____	<input type="checkbox"/> Location of all permanently installed equipment such as plumbing fixtures, water heaters, furnaces, and appliances.	<input type="checkbox"/>
_____	<input type="checkbox"/> Direction, size, and spacing of all floor and ceiling framing members	<input type="checkbox"/>
_____	<input type="checkbox"/> Floor and wall assemblies.....	<input type="checkbox"/>
_____	<input type="checkbox"/> Roof framing.....	<input type="checkbox"/>
_____	<input type="checkbox"/> Building-Section showing details of footings through roof, stairs connections	<input type="checkbox"/>
_____	<input type="checkbox"/> Dwelling unit fire separation method/detail(s) from foundation to roof.....	<input type="checkbox"/>
_____	<input type="checkbox"/> Exterior wall details including flashing, intersections with dissimilar metals, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water resistive membrane, and details around openings.	<input type="checkbox"/>
_____	<input type="checkbox"/> Stairways, handrails and guardrails (if applicable).....	<input type="checkbox"/>
_____	<input type="checkbox"/> Listed design rated ceiling & wall assemblies	<input type="checkbox"/>

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Square footage breakdown for this project (list additional units separately as necessary)

	Living area	Finished basement	Unfinished basement	Deck	Garage	Porch/Deck	Carpport
Unit 1							
Unit 2							
Unit 3							
Unit 4							
Unit 5							
Unit 6							
Unit 7							
Unit 8							
Totals:							

Valuation (estimated cost of labor & building construction materials): _____

Mechanical	# Fixtures	Plumbing	# Fixtures
Gas piping (per outlet)		Backflow preventers & vacuum breakers (per fixture)	
Hydronic piping (per outlet)		Kitchen sinks (per fixture)	
Gas water heaters (per fixture)		Dishwashers (per fixture)	
Solid fuel burning appliances - wood/pellet stoves/inserts (per fixture)		Electric water heaters (per fixture)	
Gas log inserts (per fixture)		Clothes washers (per fixture)	
Heating equipment - including ductwork (per fixture)		Lavatories/bathroom sinks (per fixture)	
Vent/exhaust fans (per fixture)		Water closets/toilets (per fixture)	
Ventilation systems - not part of heating or A/C systems (per fixture)		Bathtubs (per fixture)	
Ductwork system remodels (per zone)		Showers/valve replacements (per fixture)	
Compressors, air conditioners, & heat pumps (per fixture)		Floor drains (per fixture)	
Other (per item)		Water softeners (per fixture)	
		Sewage ejectors (per fixture)	
		Laundry trays & utility sinks (per fixture)	
		Bar sinks (per fixture)	
		Urinals (per fixture)	
		Backwater valves (per fixture)	
		Repair/replacement of water piping (per fixture)	
		Water line (meter to house)	
		Other (per item)	