



City of Bothell

# DEVELOPMENT SERVICES

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

## BUILDING PERMIT FROM REGISTERED BASIC - SUBMITTAL CHECKLIST

3e

Online application submittal is required through [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com), select Building > Single Family Residential > New from a Registered Basic > Residence

**DIRECTIONS TO THE APPLICANT:** Addressing **MUST** be assigned prior to application submittal (See Application for Assignment of Address form 54).

*If you think an item is not applicable to your project, you must contact the appropriate department prior to your application submission*

**Residential new construction building permits include plumbing and mechanical. Plumbing permit fee and Mechanical permit fee are 8% of the Building Permit Fee each (total of 16%)**

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.

CITY'S REGISTERED BASIC PLAN NUMBER: \_\_\_\_\_

APPLICANT

STAFF

<input type="checkbox"/>	The submittal fee (plan check fee + 5% tech fee) is due at submittal, additional fees are due at issuance of permit.	<input type="checkbox"/>
<input type="checkbox"/>	Copy of the Assigned Address letter from City of Bothell GIS department (see form 54)	<input type="checkbox"/>
<input type="checkbox"/>	Water and/or Sewer Availability Certificate (WSA) If the City of Bothell is the provider, submit application for a WSA (form 36) prior to submitting this application. Processing time is up to two weeks for a WSA. If the provider is Alderwood, Northshore or Woodinville, please contact the provider for information regarding receiving certification for water and/or sewer availability.	<input type="checkbox"/>
<input type="checkbox"/>	Fire Flow Availability letter. A letter from the water service provider indicating available fire flow: A minimum fire flow of 1500 gpm with 20 psi residual for a duration of 2 hours is required. Residential structures greater than 3600 sq. ft. (includes attached garage) and all commercial structures may require increased required fire flow.	<input type="checkbox"/>
<input type="checkbox"/>	Completed Water Meter Sizing Form 61b if City of Bothell is the water service provider	<input type="checkbox"/>
<input type="checkbox"/>	Metro Residential Sewer Use Certification form, if the City of Bothell is sewer provider	<input type="checkbox"/>
<input type="checkbox"/>	King County Health or Snohomish Health District approval letter, if on septic	<input type="checkbox"/>
<input type="checkbox"/>	A completed Plumbing and mechanical schedule (page 4 of this application)	<input type="checkbox"/>
<input type="checkbox"/>	Geo-Technical/Soils Report, (to current building code standards) from a licensed Geo-technical Engineer, unless satisfactory data from adjacent areas is available that demonstrates an investigation is not necessary. It shall be the applicant's responsibility to verify this requirement prior to application for permit.	<input type="checkbox"/>
<input type="checkbox"/>	Technical Information Report (TIR) required if increasing impervious surface area by more than 5,000 square feet —A comprehensive drainage report containing all technical information and analysis necessary to develop the drainage plans. The TIR must conform to Section 2.3.1 of the King County Surface Water Design Manual (KCSWDM).	<input type="checkbox"/>
<input type="checkbox"/>	For applications with a proposed building height of more than 30 feet, provide a narrative that justifies how the allowable height may be increased (to a maximum of 35 feet) pursuant to BMC Table 12.14.030 (footnote 6).	<input type="checkbox"/>

# NEW SINGLE FAMILY BUILDING PERMIT

3

## SITE PLAN REQUIREMENTS INCLUDE THE FOLLOWING:

APPLICANT

STAFF

<input type="checkbox"/>	Minimum 8 1/2" X 11" size paper at a map scale of 20' equals 1" showing the proposed structure in plan view	<input type="checkbox"/>
<input type="checkbox"/>	Title block indicating owner name, owner address, and property (site) address ( <b>address assignment required prior to application acceptance</b> ); Subdivision/Lot #, and site assessor's parcel number.	<input type="checkbox"/>
<input type="checkbox"/>	North arrow indicating the direction North, map scale, property lines	<input type="checkbox"/>
<input type="checkbox"/>	Total lot square footage	<input type="checkbox"/>
<input type="checkbox"/>	The location, dimensions and footprint square footages of all buildings and/or additions, indicating existing and proposed	<input type="checkbox"/>
<input type="checkbox"/>	Hard surface coverage: indicate the location and square footage of all existing and/or proposed roof area (determined by extending a vertical projection to the ground from the widest points of any hard surface), driveways, walkways, decks, patios and other surfaces, include surface materials (permeable pavement, or vegetated roof areas if any) and dimensions. Indicate existing and proposed total hard surface square footage.	<input type="checkbox"/>
<input type="checkbox"/>	Total structure square footage (all floors and including garage)	<input type="checkbox"/>
<input type="checkbox"/>	Distances from the proposed and existing structures to property lines and other buildings on the site	<input type="checkbox"/>
<input type="checkbox"/>	All existing and proposed streets surrounding the property	<input type="checkbox"/>
<input type="checkbox"/>	Average city approved finished grade (see BMC 12.14.110)	<input type="checkbox"/>
<input type="checkbox"/>	Existing and proposed contours (2 foot increments where <15% slope, 5 foot increments where the slope is 15% or greater)	<input type="checkbox"/>
<input type="checkbox"/>	Location and elevation of water meter and main finish floor	<input type="checkbox"/>
<input type="checkbox"/>	Location and width of driveway	<input type="checkbox"/>
<input type="checkbox"/>	Elevation of the garage and the elevation of the curb at centerline of the proposed driveway and/or depressed curb	<input type="checkbox"/>
<input type="checkbox"/>	Existing and proposed frontage improvements	<input type="checkbox"/>
<input type="checkbox"/>	Location of existing and/or proposed easements	<input type="checkbox"/>
<input type="checkbox"/>	Existing and proposed on-site sewer, water, and storm drain lines	<input type="checkbox"/>
<input type="checkbox"/>	Show the location of the proposed footing drain and roof drain. Required for an new single-family structure <input type="checkbox"/> The footing drain must conform to the current City of Bothell "Footing Drain Detail". <input type="checkbox"/> The footing and roof drains must run separately until the point of connection to the storm disposal system. <input type="checkbox"/> A cleanout is required at the point of connection.	<input type="checkbox"/>
<input type="checkbox"/>	Show the proposed location and method of disposal of the footing and roof drain discharge: <input type="checkbox"/> The footing and roof drains may connect to: <input checked="" type="checkbox"/> An existing drain system if one exists (to be verified before permit issuance), <input checked="" type="checkbox"/> To an available storm catch basin or other city maintained storm facility if one is available, <input checked="" type="checkbox"/> Otherwise, the drain discharge must be connected to an on-site dispersal system designed and engineered by a licensed professional geotechnical engineer. Plans stamped by the engineer are to be submitted for approval.	<input type="checkbox"/>
<input type="checkbox"/>	If present, environmentally sensitive areas or surface waters on site, adjacent to, or within 200 feet (such as wetlands, steep slopes, top and toe of slope, rivers, streams, etc.)	<input type="checkbox"/>

## CONSTRUCTION/ARCHITECTURAL PLAN

<input type="checkbox"/>	Stamped approved basic plan set	<input type="checkbox"/>
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# NEW SINGLE FAMILY BUILDING PERMIT

3

Residential Mechanical - Alterations/Additions/Replacements	# Units	Residential Plumbing - Alterations/Additions/Replacements	# Units
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	
		Water line (meter to house)	
		Other (per item)	