



City of Bothell

DEVELOPMENT SERVICES

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

Submit your application at City Hall, or use www.MyBuildingPermit.com to submit your application online.

BUILDING PERMIT FROM REGISTERED BASIC - SUBMITTAL CHECKLIST

3e

Applicant: Addresses MUST be assigned before building permit application submittal (see Application for Assignment of Address form #54). Paper application submittals are accepted Monday through Wednesday and Friday, from 9:00 am to 4:00 pm, 9:00 am to noon on Thursdays.

Paper submittals: 2 complete construction plan sets (all drawn to scale, construction plans are to be drawn to 1/8 inch = one foot, minimum) and **4 site plans** (include all items listed under Site Plan). The submittal fee (plan check fee) is due at intake, additional fees are due at issuance of permit.

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"/> A completed & signed Permit Application form (paper submittals) | <input type="checkbox"/> |
| <input type="checkbox"/> A property and/or legal description of the site for all applications, as required by the applicable development regulations | <input type="checkbox"/> |
| <input type="checkbox"/> The applicable fee (plan check fee) | <input type="checkbox"/> |
| <input type="checkbox"/> Water and sewer availability certificate. You must receive your certificate prior to submitting this application, please allow 2 weeks for this review. If your provider is Alderwood, Northshore or Woodinville, please contact them for information regarding receiving certification for water and/or sewer availability and provide this with your application. - 2 copies for paper submittals | <input type="checkbox"/> |
| <input type="checkbox"/> Letter from water purveyor indicating available fire flow (Water and Sewer Certificate of Availability, see above listed procedure). - 2 copies for paper submittals | <input type="checkbox"/> |
| <input type="checkbox"/> A completed plumbing and mechanical schedule (attached) | <input type="checkbox"/> |
| <input type="checkbox"/> A completed Water Meter Sizing Form 61b if city of Bothell is the water service provider - 2 copies for paper submittals | <input type="checkbox"/> |
| <input type="checkbox"/> Soils report 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 - 2 copies paper submittals | <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 if on septic | <input type="checkbox"/> |
| <input type="checkbox"/> Is the City of Bothell the water service provider? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> |
| Is the City of Bothell the sewer service provider? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> |

If yes to either, include Utility checklist 43 with your application.

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Additional submittal requirements:

These requirements are in addition to the minimum application requirements as set forth in BMC 11.06.002 (Ord. 1632 § 1, 1996).

Site Plan:

- | Applicant | | Staff |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Minimum 8 1/2" X 11" size paper at a scale of 20' equals 1" showing the proposed structure in plan view indicating: | <input type="checkbox"/> |
| <input type="checkbox"/> | Title block indicating name, address, phone number of applicant and owner, and property (site) address (contact Development Services for address verification or applications for new addresses prior to intake appointment); | <input type="checkbox"/> |
| <input type="checkbox"/> | Legal description (Subdivision/Lot #) and assessors parcel number | <input type="checkbox"/> |
| <input type="checkbox"/> | North arrow | <input type="checkbox"/> |
| <input type="checkbox"/> | Drawing scale | <input type="checkbox"/> |
| <input type="checkbox"/> | Property lines | <input type="checkbox"/> |
| <input type="checkbox"/> | All present improvements on property | <input type="checkbox"/> |
| <input type="checkbox"/> | Existing and proposed streets surrounding the property | <input type="checkbox"/> |
| <input type="checkbox"/> | Existing and proposed contours (2' increments) | <input type="checkbox"/> |
| <input type="checkbox"/> | Location and elevation of water meter | <input type="checkbox"/> |
| <input type="checkbox"/> | Location of existing and/or proposed easements | <input type="checkbox"/> |
| <input type="checkbox"/> | Driveway information for existing and proposed driveway, including location and width of the existing driveway and/or depressed curb | <input type="checkbox"/> |
| <input type="checkbox"/> | Frontage improvements | <input type="checkbox"/> |
| <input type="checkbox"/> | Elevation of the garage and the elevation of the curb at centerline of the proposed driveway | <input type="checkbox"/> |
| <input type="checkbox"/> | Existing and proposed on-site sewer, water, and storm drain lines | <input type="checkbox"/> |
| <input type="checkbox"/> | Distances from the proposed structures to property lines and other buildings on the site | <input type="checkbox"/> |

NOTE:

Footing and roof drains are required for any new single-family structure; any additions to, or alterations of, existing single-family structures that change the building footprint; and any detached accessory buildings (single-story with more than 200 square feet of floor area) associated with a single-family dwelling.

- | | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | Show the location of the proposed footing drain and roof drain..... | <input type="checkbox"/> |
|--------------------------|---|--------------------------|

NOTES:

- 1) The footing drain must conform to the current City of Bothell "Footing Drain Detail".
- 2) The footing and roof drains must run separately until the point of connection to the storm disposal system.
- 3) A cleanout is required at the point of connection.

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Site Plan (requirements continued):

Applicant

Staff

Show the proposed location and method of disposal of the footing and roof drain discharge;

NOTES:

4) The footing and roof drains may connect to:

- a) An existing drain system if one exists (to be verified before permit issuance),
- b) To an available storm catch basin or other city maintained storm facility if one is available,
- c) Otherwise, the drain discharge must be conducted to an on-site dispersal system designed and engineered by a licensed professional geotechnical engineer.
 - i) Plans stamped by the engineer are to be submitted for approval.

- Elevation of main finish floor
- If present, environmentally sensitive areas on site, adjacent to, or within 200 feet (such as wetlands, steep slopes, top and toe of slope, rivers, streams, etc.)
- If present, any surface waters within 200 feet of property
- Square footage of Site
- Building footprint square footage of total building
- For applications with a proposed building height of more than 30 feet, provide a narrative that justifies how the allowable height can be increased (to a maximum of 35 feet) pursuant to BMC Table 12.14.030 (footnote 6).

Construction Plans - 3 copies of City stamped approved basic plans

Applicant

Staff

Stamped approved basic plan sets.....

BUILDING DATA:

Square footage breakdown for this project:

| | | |
|------------------------------|-----------------------|-----------------------|
| Living area - Floor 1: _____ | Deck _____ | No. of Bedrooms _____ |
| Floor 2: _____ | Porch _____ | |
| Finished Basement _____ | No. of Stories _____ | |
| Unfinished Basement _____ | Lot Sq. Ft. _____ | |
| Garage _____ | % Lot Coverage _____ | |
| Carport _____ | Building Height _____ | |

Project valuation (cost estimate of labor and materials): \$ _____

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

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| Residential Mechanical - Alterations/Additions/Replacements | # Units | Residential Plumbing - Alterations/Additions/Replacements | # Units |
|--|------------|--|------------|
| Base permit fee | | Base permit fee | |
| 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) | |