



City of Bothell

DEVELOPMENT SERVICES

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

SINGLE FAMILY BUILDING PERMIT FOR DECKS

Online application submittal is required through www.MyBuildingPermit.com,
select Building > Single Family Residential > Structure Addition > Deck or Porch

3a

This intake checklist identifies minimum application elements necessary for the City of Bothell to accept the application. Should any of the following minimum items not be provided, the application will not be accepted. 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.

The submittal fees (BLD Plan Review, SF Plan Review (planning) + 5% tech fee) is due at submittal, with additional fees due at issuance of permit.

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.

Requirements for a complete application:

Site Plan:

Applicant

Staff

- Minimum 8 1/2" 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, and property (site) address (**contact Development Services for address verification or applications for new addresses prior to intake appointment**);
- Legal description (Subdivision/Lot #) and assessors parcel number.....
- North arrow
- Drawing scale.....
- Property lines
- All present improvements on property
- Existing and proposed streets surrounding the property
- Existing and proposed contours (2 foot increments where <15% slope, 5 foot increments where the slope is 15% or greater)
- Location of existing and/or proposed easements.....
- Existing and proposed on-site sewer, water, and storm drain lines
- Distances from the proposed structures to property lines and other buildings on the site.....
- 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 _____
- Indicate building coverage calculation per [BMC 12.14.140\(A\)](#). Note this includes portion of lot covered by the principal building and any accessory buildings, including all projections except eaves. Uncovered decks are exempt from this total.
- Indicate hard surface calculation per [BMC 12.14.140\(B\)](#). Note this includes, but is not limited to, roof tops, walkways, patios, decks, gravel-covered areas. See impervious surface definition in [BMC 11.02.010 "I"](#).

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Construction Plan Requirements:

Applicant

Staff

- | | |
|---|--------------------------|
| <input type="checkbox"/> Building Elevations | <input type="checkbox"/> |
| <input type="checkbox"/> Footings, beam, girders, columns and post sizes | <input type="checkbox"/> |
| <input type="checkbox"/> Direction, size and spacing of all framing members | <input type="checkbox"/> |
| <input type="checkbox"/> Stairways and handrails (if proposed)..... | <input type="checkbox"/> |
| <input type="checkbox"/> Guardrail and rails | <input type="checkbox"/> |
| <input type="checkbox"/> If constructing a covered deck or patio, the deck and or covering must be designed and analyzed by a licensed Washington State Engineer. Criteria and calculations from the Engineer are required with prescribed details noted on the plans. | <input type="checkbox"/> |
| <input type="checkbox"/> SQUARE FOOTAGE OF DECK = _____ | <input type="checkbox"/> |

See also www.mybuildingpermit.com/guidelines-and-tip-sheets for handrail, guards and residential deck tip sheets.