



City of Bothell™

DEVELOPMENT SERVICES

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

RESIDENTIAL ACCESSORY STRUCTURE GARAGE/CARPORT, SHED & AWNINGS

*Online application submittal is required through www.MyBuildingPermit.com,
select Building > Single Family Residential > New Construction > Accessory Building*

6a

This intake checklist identifies minimum application elements necessary for City of Bothell to accept the application.

Applicant: Insert the Plan Sheet Number next to each item on the checklist and check off each box under the *Applicant* heading to confirm the item is included in your submittal. A Permit Technician will check off each box under *Staff* when the item is confirmed to be included in the submittal package. *If you think an item is not applicable to your project, you must contact the appropriate department prior to your intake appointment to have the items initialed as not required.*

Plan check fees due at submittal.

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:

Plan sheet Number	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 foot increments where <15% slope, 5 foot increments where the slope is 15% or greater)	<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"/>

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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 120 square feet of floor area) associated with a single-family dwelling.

_____ Show the location of the proposed footing drain and roof drain;

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.

_____ Show the proposed location and method of disposal of the footing and roof drain discharge; **NOTES:**

- 1) 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.

_____ 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.....

_____ 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 existing building, proposed addition/alteration, and all other structures on site _____

Construction Plans:

Plan sheet Number	Applicant	Staff
_____	<input type="checkbox"/> Foundation Plan with reinforcing details	<input type="checkbox"/>
_____	<input type="checkbox"/> Building elevations for the new structure	<input type="checkbox"/>
_____	<input type="checkbox"/> Wall assembly detail and its location	<input type="checkbox"/>
_____	<input type="checkbox"/> Beam, header, girders, and post sizes	<input type="checkbox"/>
_____	<input type="checkbox"/> Direction, size, and spacing of ceiling framing members	<input type="checkbox"/>
_____	<input type="checkbox"/> Building section showing details of footings and roof	<input type="checkbox"/>

Additional items required:

One (1) copy of King County or Snohomish County Health District approval if on septic