



City of Bothell

DEVELOPMENT SERVICES

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

PORTABLE STRUCTURES

Submit your application online at www.MyBuildingPermit.com,
 Select: **Building > Nonresidential > New Construction > Factory Assembled Structure**

7

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

Applicant: *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 item(s) initialed as not required.*

If subject to SEPA review, see SEPA intake checklist for additional requirements.

Submittal fees are due at intake.

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"/> 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"/> Evidence of adequate water and sewer availability (Water and Sewer Certificate of availability), if water and/or sewer connections are proposed. | <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"/> An application for a concurrency encumbrance letter (BMC 17.03.014) unless the permit is specifically exempted by BMC 17.03.003. If a concurrency encumbrance letter has been issued, submit the letter in lieu of concurrency application. | <input type="checkbox"/> |

Additional submittal requirements:

Site/civil plans including:

- | Applicant | Staff |
|---|--------------------------|
| <input type="checkbox"/> Title sheet with Vicinity Map and a title block indicating name, address, phone number of applicant and owner, and property address (contact Development Services for address verification or for an application for new addresses prior to intake appointment). | <input type="checkbox"/> |
| Overall Site Plan (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"/> North arrow | <input type="checkbox"/> |
| <input type="checkbox"/> Bar scale | <input type="checkbox"/> |
| <input type="checkbox"/> Existing and proposed public and private streets surrounding and within 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"/> 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, ponds, ditches, etc.); | <input type="checkbox"/> |
| <input type="checkbox"/> Property lines | <input type="checkbox"/> |

- Site acreage
- All present improvements on property
- Distances from the proposed buildings to property lines and other buildings on the site
- Legal description and assessor's parcel number
- Location of existing and/or proposed easements
- Driveway information for existing and proposed driveway, including: location and width of the existing driveway and/or depressed curb, elevation of curb at center line of proposed driveway;
- Internal roadway radii
- Elevation of finish floor
- Existing and proposed sewer, water, storm drains, and other utilities
- If proposing connection, 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;
- Location of existing or planned fire hydrants and planned water mains, if new mains are to be installed.
- Existing and proposed landscaping, including irrigation plan if applicable
- Existing and proposed parking
- Accessible parking and accessible route
- Indicate any proposed frontage or site improvements.....

Building Plans:

- | Applicant | Staff |
|--|--------------------------|
| <input type="checkbox"/> Building Elevations | <input type="checkbox"/> |
| <input type="checkbox"/> Floor Plan identifying the use of each room/space and detailing means of egress routes to the exit doors | <input type="checkbox"/> |
| <input type="checkbox"/> Gross floor area for each building (if multiple buildings) | <input type="checkbox"/> |
| <input type="checkbox"/> If school site, aggregate total building area of permanent buildings | <input type="checkbox"/> |
| <input type="checkbox"/> If school site, aggregate total square footage of existing and proposed portables..... | <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"/> Foundation and tie-down system designed by a licensed P.E..... | <input type="checkbox"/> |
| <input type="checkbox"/> Floor and wall assemblies, if 1-hour rated construction is required | <input type="checkbox"/> |
| <input type="checkbox"/> Building section showing details of footings through roof | <input type="checkbox"/> |
| <input type="checkbox"/> Exterior stairways/ramps and handrails | <input type="checkbox"/> |
| <input type="checkbox"/> Guardrail and rails | <input type="checkbox"/> |
| <input type="checkbox"/> Listed fire resistance rated wall assemblies and location/size of exterior openings, if 1-hour construction is required | <input type="checkbox"/> |

Other - if applicable:

- | Applicant | | Staff |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | Is shared off street parking being proposed? If so, provide one (1) written contract with cooperating landowners showing the provision of adequate off-street parking. | <input type="checkbox"/> |
| <input type="checkbox"/> | Grading plan including temporary erosion sedimentation control plan (if applicable, see Grading Checklist) | <input type="checkbox"/> |
| <input type="checkbox"/> | Nonresidential King County Metro Sewer Use Form, if City of Bothell sewer service and connecting to sewer or adding plumbing fixtures | <input type="checkbox"/> |
| <input type="checkbox"/> | If not exempt from grading permit or right-of-way work is proposed, see Grading submittal checklist and/or ROW submittal checklist for additional required permit submittal items | <input type="checkbox"/> |
| <input type="checkbox"/> | Soils Report from a licensed Geo-Technical Engineer if geological hazard areas or steep slopes are present on area to be altered | <input type="checkbox"/> |
| <input type="checkbox"/> | Approved Land Use Decision (CAAP, SHR, RUP, CUP, etc.), and/or SEPA Determination and all items required by those decisions (if applicable) | <input type="checkbox"/> |
| <input type="checkbox"/> | Notes and determinations from the pre-application conference (if applicable) | <input type="checkbox"/> |
| | 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. | |

Pre-application meetings are mandatory for Type II and higher applications. Additionally, the City will conduct pre-application meetings for projects below the mandatory threshold if requested by the applicant. The fee for a non-mandatory pre-application meeting will be determined based on the staff time to prepare and attend the pre-application meeting.