



City of Bothell

# DEVELOPMENT SERVICES

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

## PORTABLE STRUCTURES

Submit your application online at [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com),  
Select: Building > Nonresidential > New Construction > Factory Assembled Structure

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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).<br>If the City of Bothell is your provider, submit an application for Water and Sewer Certificate of Availability. <b>You must receive your certificate prior to submitting this application.</b> 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. | <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 plan:

- | Plan sheet Number | Applicant   | Staff                    |
|-------------------|---|--------------------------|
| _____             | <input type="checkbox"/> <b>Title sheet</b> with Vicinity Map and a title block indicating name, address, phone number of applicant and owner, and property address ( <b>contact Development Services for address verification or for an application for new addresses prior to intake appointment</b> ). | <input type="checkbox"/> |
|                   | <b>Overall Site Plan</b> (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"/> |

- \_\_\_\_\_  Existing and proposed contours (2 foot increments where <15% slope, 5 foot increments where the slope is 15% or greater)
- \_\_\_\_\_  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.);
- \_\_\_\_\_  Property lines .....
- \_\_\_\_\_  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 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.

**Building Plans:**

Plan Sheet

- | Number | 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 sairways/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"/> |

**Landscape Plans:** For all new construction and additions that increase existing gross floor area by more than 20%, provide detailed landscape plans that include the following:

- Landscape Plan and Irrigation Plan drawn to scale with stamp from Landscape Architect or Certified Nurseryman and a schedule drawn to the same scale as the storm water/detention plan, showing symbols, numbers, sizes and types of plants.
- Tree Retention Plan consistent with BMC 12.18.030 (may be included on Landscape Plan above)
- Existing Parking Stalls .....
- Proposed Parking Stalls (if required) .....
- Disabled person/accessible parking stalls .....
- Existing landscape areas, plants, location and sizes .....

**Civil Plans:**

Plan sheet Number	Applicant	Staff
_____	<input type="checkbox"/> Civil Plans (see Bothell Design and Construction Standards, section 1-10) .....	<input type="checkbox"/>
_____	<input type="checkbox"/> Title sheet with Vicinity Map, & Index Map (if applicable) .....	<input type="checkbox"/>
_____	<input type="checkbox"/> Site Topographic & Horizontal Control Plan .....	<input type="checkbox"/>
_____	<input type="checkbox"/> Temporary Erosion & Sedimentation Control Plan (TESCP) .....	<input type="checkbox"/>
_____	<input type="checkbox"/> Grading Plan (See Grading Checklist) .....	<input type="checkbox"/>
_____	<input type="checkbox"/> Street Improvement Plan, to include frontage improvements in accordance with BMC Title 17.09 (new construction and change of use). Separate cross section work sheets are required for all new street construction and frontage improvements. Distance between cross section locations shall be typically at 50 ft. stations or as determined by the Public Works Director (based on site topography)	<input type="checkbox"/>
_____	<input type="checkbox"/> If plumbed to potable water, Storm Drainage/Detention Plan/Profile (Drainage & Street Plans may be combined together)	<input type="checkbox"/>
_____	<input type="checkbox"/> If plumbed to potable water, Sanitary Sewer Plan/Profile .....	<input type="checkbox"/>
_____	<input type="checkbox"/> Water System Plan/Profile .....	<input type="checkbox"/>
_____	<input type="checkbox"/> Composite Utility Plan .....	<input type="checkbox"/>
_____	<input type="checkbox"/> Street / Parking Lot Lighting plan (may not be combined with other plans) .....	<input type="checkbox"/>
_____	<input type="checkbox"/> Driveway Schedule, if applicable .....	<input type="checkbox"/>
_____	<input type="checkbox"/> Details and Specifications for the above improvements, including duplicate copies of all standard City of Bothell drawings referenced on the plan and in the notes	<input type="checkbox"/>
_____	<input type="checkbox"/> Cost estimate: the developer shall provide a detailed cost estimate of construction to the City, prepared by the contractor or a civil engineer licensed within the State of Washington, for the cost of improvements based on the approved plans. The estimate shall itemize descriptions, quantities and unit costs, i.e., ROW, grading.	<input type="checkbox"/>
	<input type="checkbox"/> Structural Calculations for support and tie down system .....	<input type="checkbox"/>
	<input type="checkbox"/> Technical Information Report (TIR)—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"/> Soils Report from a Licensed Geo-technical Engineer which specifies type of tie down to be used in site soils	<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"/> | Nonresidential King County Metro Sewer Use Form, if in King County .....  | <input type="checkbox"/> |
| <input type="checkbox"/> | Grading and/or ROW permit applications, checklists and all required items .....   | <input type="checkbox"/> |
| <input type="checkbox"/> | The name, address, and phone number of the office of the lender administering the interim construction financing, if any; or the name and address of the firm that has issued a payment bond, if any, on behalf of the prime contractor for the protection of the owner, if the bond is for an amount not less than fifty percent of the total amount of the construction project. (RCW 19.27.095, State Building Code) | <input type="checkbox"/> |
| <input type="checkbox"/> | Completed SEPA environmental checklist, including one original (if subject to SEPA review) and City's required documents (see SEPA intake checklist for requirements)   | <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"/> |
| <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.   | <input type="checkbox"/> |

**Building Information is provided to assist in planning your project.**

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|-------------------------------------|--|
| <b>Fire review</b>                  | All structures must conform to fire detection/sprinkler requirements prior to final inspections and occupancy per Chapter 15.10 BMC. All fire protection systems shall be submitted to the Fire Department.  |
| <b>Food &amp; Beverage Handlers</b> | County health departments will require review of all food establishments.  |
| <b>Plan review expiration</b>       | One year from the date of application. The Building Official may extend the time limitation for an additional 180 days upon written request by the applicant prior to the one year expiration. BMC20.02.120  |
| <b>Permit issuance</b>              | All permits are issued contingent upon the Fire Department review comments which must remain attached to the approved plans.   |
| <b>Permit expiration</b>            | Two years from the date of permit issuance. BMC20.02.130   |
| <b>Building inspections</b>         | All permitted structures require an inspection. It is the contractor's responsibility to call for all inspections required. Required inspections are listed on the building permit. All permits, plans and correction notices are to be on the job site at all times. Any re-inspection fees due are required to be paid at the permit counter in the City Hall Building, 18415 101 <sup>st</sup> Ave NE, prior to scheduling any further inspections. |
| <b>Fire inspections</b>             | Approval to cover shall not be authorized until plans have been reviewed and approved and installation of the system is inspected and approved by the Bothell Fire Department, (425) 806-6242.   |
| <b>Final occupancy</b>              | All conditions of the project must be complete prior to issuance of Final Certificate of Occupancy.  |
| <b>Questions</b>                    | Permit Technicians can assist you with questions regarding submittal requirements or the plan review process, (425) 806-6400.  |

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.