

# Com/MF Building Permit

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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 at the counter.

**Applicant:** Insert the Plan Sheet Number, and check each box under the *Applicant* heading on this checklist to confirm items are 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 item(s) initialed as not required. An intake appointment will be required to submit this application. Intake appointments are on Tuesday, Wednesday or Thursdays only, or as staffing levels allow. Please contact Permit Services at (425) 486-8152 for your appointment.

**Seven (7) complete plan sets - 6 full size and one 11"x17" (a set consists of one each of the construction plan, site plan, civil and landscaping plans, to scale) plus 1 additional site plan to be submitted.**

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"/> A completed & signed Permit Application form - <b>1 copy</b> .....  | <input type="checkbox"/> |
| <input type="checkbox"/> Address Assignment letter - <b>1 copy</b> .....   | <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 - <b>1 copy</b> .   | <input type="checkbox"/> |
| <input type="checkbox"/> The applicable fees (plan check and fire plan check) .....  | <input type="checkbox"/> |
| <input type="checkbox"/> Development Review Billing form D.....  | <input type="checkbox"/> |
| <input type="checkbox"/> Water and sewer availability certificate that has been <u>completed</u> by the water and sewer purveyor. (Form 36 if the City of Bothell is your provider, allow 2 weeks for processing). If your water and/or sewer provider is Alderwood, Northshore or Woodinville, please contact them for the water and/or sewer availability certificate. - <b>6 copies</b> | <input type="checkbox"/> |
| <input type="checkbox"/> Letter from water provider indicating available fire flow meets Fire Department requirements (determined by application for Fire Flow requirement application, form 36 or 36a). - <b>6 copies</b>   | <input type="checkbox"/> |
| <input type="checkbox"/> Completed Water Meter Sizing Form 61a if the city of Bothell is the water service provider- <b>2 copies</b>   | <input type="checkbox"/> |
| <input type="checkbox"/> Application for a concurrency encumbrance letter ( <i>form 39</i> ) (BMC 17.03.014) unless the permit is specifically exempted by BMC 17.03.003. (Ord. 1691 § 1, 1997; Ord. 1628 § 1, 1996). If a concurrency encumbrance letter has been issued, submit the letter in lieu of concurrence application. - <b>2 copies</b>   | <input type="checkbox"/> |
| <input type="checkbox"/> Completed Building Summary Worksheet (Form 11) .....  | <input type="checkbox"/> |
| <input type="checkbox"/> ALL deferred submittals are noted on the cover page of the plan sets (i.e. fire alarm, fire suppression, plumbing, and/or mechanical).  | <input type="checkbox"/> |
| <input type="checkbox"/> <b>The following is required excluding: hotels, dormitories, care facilities, attached dwelling units that are each located on their own platted lot, and buildings in which all of the dwelling units are held under one ownership and subject to a recorded irrevocable sale prohibition covenant.</b>  | <input type="checkbox"/> |

For buildings containing two or more attached dwelling units the plans shall contain the following stamped certified statement by the person stamping the building enclosure design documents:

**"The undersigned has provided building enclosure documents that in my professional judgment are appropriate to satisfy the requirements of section 1 through 10 of Engrossed House Bill 1848".**



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## Submittal requirements.

### Site Plan - 8 copies showing the following:

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 (contact Permit Services for address verification or for an application for new addresses <b>prior</b> 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:

- \_\_\_\_\_  North arrow .....
- \_\_\_\_\_  Bar scale .....
- \_\_\_\_\_  Existing and proposed public and private streets surrounding and within the property.....
- \_\_\_\_\_  Existing and proposed contours (2 foot increments where <15% slope, 5 foot increments where the slope is 15% or greater)
- \_\_\_\_\_  Natural grade elevations at midpoint of each building wall, supplied by a licensed land surveyor .....
- \_\_\_\_\_  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, etc.) .....
- \_\_\_\_\_  When present, any surface waters (e.g. streams, ponds, ditches, etc.) within 200 feet of property .....
- \_\_\_\_\_  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 assessors 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 .....
- \_\_\_\_\_  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.



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7 sets of Construction Plans - 6 full size and one 11"x17" - showing the following:

Plan sheet Number	Applicant	Staff
_____	<input type="checkbox"/> Construction, erection, enlargement, alteration or repairs of or to buildings of any occupancy larger than 4,000 sq. ft. or residential with more than four units shall be designed by a licensed registered architect and the drawings shall be sealed by the architect. RCW 18.08.410.	<input type="checkbox"/>
_____	<input type="checkbox"/> Building Elevations .....	<input type="checkbox"/>

Floor Plan of each floor and basement indicating:

_____	<input type="checkbox"/> Proposed uses in the building (e.g., office, chemical, laboratory, machine shop, computer room, etc.) If laboratory, chemical or other hazardous materials usage, provide a list of chemicals, quantities, hazard classifications, and hazardous processes (e.g. dispensing, distillation, etc.) indicate type and height of storage method, and provide a Hazardous Materials Inventory Statement if determined applicable during the pre-application conference.	<input type="checkbox"/>
_____	<input type="checkbox"/> Square footage of total building—indicate room usage (office, conference, lab, etc.) .....	<input type="checkbox"/>
_____	<input type="checkbox"/> Gross floor area for each building (if multiple buildings) .....	<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"/> Direction, size, and spacing of all floor and ceiling framing members .....	<input type="checkbox"/>
_____	<input type="checkbox"/> Floor and wall assemblies .....	<input type="checkbox"/>
_____	<input type="checkbox"/> Building-Section showing details of footings through roof .....	<input type="checkbox"/>
_____	<input type="checkbox"/> Exterior wall details including flashing, intersections with dissimilar metals, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water resistive membrane, and details around openings.	<input type="checkbox"/>
_____	<input type="checkbox"/> Stairways and handrails (if applicable) .....	<input type="checkbox"/>
_____	<input type="checkbox"/> Guardrail and rails .....	<input type="checkbox"/>
_____	<input type="checkbox"/> Listed design rated ceiling & wall assemblies .....	<input type="checkbox"/>

## Plumbing and Mechanical (check which is applicable):

- Plumbing and mechanical drawings are shown in detail, including isometric and layout drawings on the submitted building plans and a plumbing and/or mechanical application is included. The plumbing and mechanical review will be performed concurrently with the building review. Separate permits for plumbing and mechanical will be issued at the time of building permit issuance. - OR:
- A plumbing and/or mechanical application is not included. Only the building portion will be reviewed. A separate plumbing and/or mechanical permit application and complete plan set will be required for any plumbing or mechanical work. **These applications will not be reviewed concurrently with the building permit application, and are subject to the standard plan review time.**

Note: Plumbing and mechanical permits **will not** be issued prior to issuance of the building permit.



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## Landscape Plans - 7 sets:

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

Plan sheet Number	Applicant		Staff
_____	<input type="checkbox"/>	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.	<input type="checkbox"/>
_____	<input type="checkbox"/>	Tree Retention Plan consistent with BMC 12.18.030 (may be included on Landscape Plan above).	<input type="checkbox"/>
_____	<input type="checkbox"/>	Existing Parking Stalls .....	<input type="checkbox"/>
_____	<input type="checkbox"/>	Proposed Parking Stalls (if required) .....	<input type="checkbox"/>
_____	<input type="checkbox"/>	Disabled person/accessible parking stalls.....	<input type="checkbox"/>
_____	<input type="checkbox"/>	Existing landscape areas, plants, location and sizes.....	<input type="checkbox"/>

## Civil Plans - 7 sets:

_____	<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 (T.E.S.C.P.).....	<input type="checkbox"/>
_____	<input type="checkbox"/>	Grading Plan (See Grading Checklist, ( <i>form 40</i> ).....	<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 Community Development and Public Works Director (based on site topography).	<input type="checkbox"/>
_____	<input type="checkbox"/>	Storm Drainage/Detention Plan/Profile (Drainage & Street Plans may be combined together).....	<input type="checkbox"/>
_____	<input type="checkbox"/>	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.....	<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 note.	<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 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"/>



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### 2 sets of the following items (file, bld):

- | Applicant   | Staff                    |
|---|--------------------------|
| <input type="checkbox"/> Structural Calculations .....              | <input type="checkbox"/> |
| <input type="checkbox"/> WA State Energy Code Compliance form ..... | <input type="checkbox"/> |

### 3 sets of the following items (file, eng, bld):

- 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 the Bothell Surface Water Manual.
- Soils Report from a Licensed Geo-technical Engineer (**NOTE: six copies required if geological hazards areas or steep slopes are present on areas to be altered**).

### 1 copy of each of the following items:

- 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.
- Grading and/or ROW permit applications and checklists .....
- 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).

### Other:

- Five (5)** copies of completed SEPA environmental checklist, including one original (if subject to SEPA review) and City’s required documents (see SEPA intake checklist for requirements). (file, 2 pln, 1 eng, 1 trf)
- Six (6)** complete sets of the approved Land Use Decision (CAAP, SHR, RUP, CUP, etc.), and/or SEPA Determination and all items required by those decisions (if applicable).
- Six (6)** sets of notes and determinations from the pre-application conference (if applicable) .....
- Two (2)** Phase I Environmental Reports if determined applicable at pre-application conference. (file, pln)
- 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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Applicants submitting for new commercial or multi-family/residential buildings need to submit a fee quote form prior to intake. If you do not have a fee quote form, please contact Permit Services at 425-486-8152 to request one or you may go to our web site at [www.ci.bothell.wa.us](http://www.ci.bothell.wa.us) (click on Community Development, then click on Forms & Applications on the left side navigation bar to obtain a fee quote form).

## Commercial Project:

Type of construction:  I  II  III  IV  V  A  B  HT

Occupancy: \_\_\_\_\_

## Square footage breakdown for this project:

### New Construction:

Office \_\_\_\_\_

Warehouse \_\_\_\_\_

Assembly \_\_\_\_\_

Other \_\_\_\_\_

Restaurant \_\_\_\_\_

### Additions:

Existing \_\_\_\_\_

Additional \_\_\_\_\_

### New Construction:

Shell only

Complete building

## Multi-family Project Information (Square footage breakdown):

Living area \_\_\_\_\_ Deck \_\_\_\_\_ Garage \_\_\_\_\_ Carport \_\_\_\_\_

Basement \_\_\_\_\_ Unfinished Basement \_\_\_\_\_

## For either Multi-Family or Commercial buildings:

Valuation of project (estimated cost of labor & materials): \_\_\_\_\_

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.

