

# Residential Garage / Carport & Awnings

6a

This intake checklist identifies minimum application elements necessary for 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. Acceptance of an application deems the application complete.

**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.*

**Three (3) complete plan sets and five (5) site plans** are required (all drawn to scale, construction plans are to be drawn to 1/8"= 1', minimum).

**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"/> A completed and signed Permit Application form.....	<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 .....	<input type="checkbox"/>
<input type="checkbox"/> The applicable fee (plan check fee).....	<input type="checkbox"/>

**Requirements for a complete application:**

**Site Plan (5 copies):**

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 ( <b>contact Development Services for address verification or applications for new addresses prior to intake appointment</b> );	<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"/>

**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.**



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- \_\_\_\_\_  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 (3 copies):**

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 .....

**Project Information:**

- Garage       Carport       Awning

Square footage:    New \_\_\_\_\_      Remodel \_\_\_\_\_      Expansion \_\_\_\_\_

