

# Basic Option - School Portable Structure

7a

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. Acceptance of an application deems the application complete. Checklist #7a is only for portable installations for which no grading permit is required, or if grading will occur utilizing quantities **less than 500 cubic yards**. If any grading is to be done, a separate grading permit will need to be applied for requiring all items requested on the grading checklist.

**Per the Bothell Municipal Code 12.06.070(B)(3):** Portable and modular classroom buildings are permitted as additions to existing schools; provided all setbacks are met, required parking and landscaping is provided, and the cumulative square footage of the added building or buildings comprises no more than 30 percent of the original permanent building square footage. Proposals that exceed this threshold shall require a conditional use permit. (Ord. 1629) If the application is for over 30% of the original permanent building square footage, this checklist does not apply. See Checklist #7.

**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. Permit Services 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.*

**Two (2)** complete plan sets and **seven (7)** site plans are required.

**Development Services permit application requirements 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 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, fire plan check fee) .....   | <input type="checkbox"/> |
| <input type="checkbox"/> Water and Sewer Certificate of Availability if connecting to water and/or sewer (4 copies).....                              | <input type="checkbox"/> |

**Site Plans (7 copies):**

- | 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  | <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"/> |
| <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, etc.); | <input type="checkbox"/> |
| <input type="checkbox"/> When present, any surface waters (e.g. streams, ponds, ditches, etc.) within 200 feet of property ....  | <input type="checkbox"/> |



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- 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 .....
- Show 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**

- MIS # \_\_\_\_\_ enter basic plan # \_\_\_\_\_

**Civil Plans**

Plan Sheet  
Number

Applicant

Staff

- \_\_\_\_\_  Civil Plans (see Bothell Design and Construction Standards, section 1-10) .....
- \_\_\_\_\_  Title sheet with Vicinity Map, & Index Map (if applicable).....
- \_\_\_\_\_  Site Topographic & Horizontal Control Plan .....
- \_\_\_\_\_  Temporary Erosion & Sedimentation Control Plan (T.E.S.C.P.).....
- \_\_\_\_\_  If plumbed to potable water, Storm Drainage/Detention Plan/Profile (Drainage & Street Plans may be combined together)
- \_\_\_\_\_  Composite Utility Plan showing existing city utilities and proposed portables footprint .....
- \_\_\_\_\_  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

**Two of the following items:**

- Structural Calculations for support and tie down system (bld).....
- Technical Information Report (TIR) - A comprehensive drainage report containing all technical information and analysis necessary to develop the drainage plans **if over 5,000 square feet of new impervious is being created.** The TIR must conform to Section 2.3.1 of the King County Surface Water Design Manual (KCSWDM). (2-eng)
- Soils Report from a Licensed Geo-technical Engineer which specifies type of tie down to be used in site soils (bld)



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One of each of the following items:

- ROW permit application, checklist and all required items .....
- 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 50 percent of the total amount of the construction project. (RCW 19.27.095, State Building Code)

Other:

- Four (4) copies of Soils Report from Geo-Technical Engineer if geological hazard areas or steep slopes are present on area to be altered (file, 1-pln, 2-eng).

Commercial Project:

Type of construction I II III IV V A B HT occupancy \_\_\_\_\_

Building Information is provided to assist in planning your project.

- Fire review** 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.
- Food & Beverage Handlers** County health departments will require review of all food establishments.
- Plan review expiration** 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
- Permit issuance** All permits are issued contingent upon the Fire Department review comments which must remain attached to the approved plans.
- Permit expiration** One year from the date of permit issuance. BMC20.02.130
- Building inspections** 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 Dawson Building, 9654 NE 182nd Street, prior to scheduling any further inspections.
- Fire inspections** 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, 10726 Beardslee Blvd. Bothell, (425) 486-1678.
- Final occupancy** All conditions of the project must be complete prior to issuance of Final Certificate of Occupancy.
- Questions** Permit Services can assist you with questions regarding submittal requirements or the plan review process, (425) 486-8152.

