

# Commercial Storage Racks

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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.*

**Three (3)** complete full size plan sets (each set consisting of construction plans and a site plan done to scale) to be submitted. If applying for multiple permits concurrently, submit the highest number of required plan sets. Submittal plan sets, **when less than 15 sheets, shall be folded.** Plan sets over 15 sheets may be submitted rolled.

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.....   | <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 and fire plan check) .....   | <input type="checkbox"/> |

**Site Plan Required if Racks are Located Outside the Building:** (minimum 8 ½" x 11" size paper at a scale of 20'=1") showing the proposed structure in plan view indicating:

- | 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 Development Services for address verification or for an application for new addresses <b>prior</b> to intake appointment) | <input type="checkbox"/> |
| _____             | <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 (5' maximum increments).....   | <input type="checkbox"/> |
| _____             | <input type="checkbox"/> Natural grade elevations at midpoint of each building wall, supplied by a licensed land surveyor  | <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"/> |
| _____             | <input type="checkbox"/> Property lines .....  | <input type="checkbox"/> |
| _____             | <input type="checkbox"/> Site acreage .....  | <input type="checkbox"/> |
| _____             | <input type="checkbox"/> All present improvements on property.....   | <input type="checkbox"/> |
| _____             | <input type="checkbox"/> Distances from the proposed buildings to property lines and other buildings on the site ...   | <input type="checkbox"/> |



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Plan Sheet  
Number

Applicant

Staff

- \_\_\_\_\_  Legal description and assessors parcel number .....
- \_\_\_\_\_  Location of existing and/or proposed easements .....
- \_\_\_\_\_  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

### Construction Plans:

Plan Sheet  
Number

Applicant

Staff

- \_\_\_\_\_  Construction, erection, enlargement, alteration or repairs of or to buildings of any occupancy including residential with more than four units or a total of 4,000 sq. ft or more shall be designed by a licensed registered architect and the drawings shall be sealed by the architect. RCW 18.08.410
- \_\_\_\_\_  Building Elevations .....

### Floor Plan of each floor and basement indicating:

- \_\_\_\_\_  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
- \_\_\_\_\_  Square footage of total building—indicate room usage (office, conference, lab, etc.) .....
- \_\_\_\_\_  Gross floor area for each building (if multiple buildings) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ .....
- \_\_\_\_\_  Location of all walls and partition in warehouse .....
- \_\_\_\_\_  Structural details of rack units .....
- \_\_\_\_\_  Anchorage details .....
- \_\_\_\_\_  Location of all permanently installed equipment such as plumbing fixtures, water heaters, furnaces, and appliances

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

Applicant

Staff

- Structural Calculations .....

Type of construction:  I  II  III  IV  V  FR  1-HR  non-rated

Occupancy: \_\_\_\_\_ Square Footage of Area Worked in: \_\_\_\_\_ Valuation: \$ \_\_\_\_\_

