



City of Bothell™

DEVELOPMENT SERVICES

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

NEW DETACHED CONDOMINIUM OR TOWNHOMES BUILDING PERMIT CHECKLIST

2b

Submit your application online at www.MyBuildingPermit.com.
Online application is required for new buildings over 4,000 sq ft.

This submittal checklist is applicable to row Townhomes, Duplex or Detached Condominium applications, where site work permits and SEPA (if applicable) have already been applied for.

For paper submittals: 3 complete construction plan sets (all drawn to scale, construction plans are to be drawn to 1/8 inch = one foot, minimum) and 5 site plans (include all items listed under Site Plan). The submittal fee (plan check fee and fire plan check fee) is due at submittal, with additional fees due at issuance of permit.

If you think an item is not applicable to your project, you must contact the appropriate department prior to your application submission.

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.

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

- A completed & signed Permit Application form (n/a for online applications).....
 - Address Assignment letter (see form 54, address must be assigned prior to application).....
 - A property and/or legal description of the site.....
 - The applicable fees (plan check fee and fire plan check)
 - Development Review Billing form D
 - Water and sewer availability certificate that has been completed 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.
 - Letter/certificate from water provider indicating available fire flow meets Fire Department requirements (Water/Sewer/Fire Flow availability application, form 36) (paper submittals: 3 copies)
 - Completed Water Meter Sizing Form 61a if the city of Bothell is the water service provider- **separate form required per water meter**
 - Metro Residential Sewer Use Certification form if the City of Bothell is sewer provider, **separate form required per side sewer connection**
 - ALL deferred submittals are noted on the cover page of the plan sets (i.e. fire alarm, fire suppression, plumbing, and/or mechanical).
 - The following stamped certified statement by the person stamping the building enclosure design documents is required for buildings containing three or more attached dwelling units, excluding 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:
- “The undersigned has provided building enclosure documents that in my professional judgment are appropriate to satisfy the requirements of RCW 64.55.005 through 64.55.090”.
- A statement shall be noted on the plans that directs the qualified inspector to submit a final acceptance letter to the building division indicating the building has been constructed (or reconstructed) in substantial compliance with the building enclosure design documents per RCW 64.55.060.
- Structural Calculations (paper submittals: 2 copies).....
 - WA State Energy Code Compliance information (paper submittals: 2 copies).....
 - Geotech/soils report from a licensed Geo-technical Engineer (paper submittals: 3 copies- file, eng, bld)

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Plumbing and Mechanical information:

Applicant, please check as applicable:

- Building is IRC construction design, mechanical and plumbing are included, and the completed plumbing/mechanical fixture schedule (review is automatically included with the building permit)
- Building is IBC construction design - deferred mechanical and plumbing permit submittals are noted on plans
- Building is IBC construction design - plumbing and mechanical review is requested at this time, plumbing and mechanical plans are included and completed fixture schedule is included with this application (note: if building, plumbing and/or mechanical plans are combined in one plan set those plans and permits will not be issued until all approvals are complete, and permits will be issued together)

SITE PLAN REQUIREMENTS (5) COPIES – INCLUDING THE FOLLOWING:

Plan Sheet

Number **APPLICANT**

STAFF

Overall Site Plan to scale indicating:

- _____ Vicinity Map title block indicating name, address, phone number of applicant and owner
- _____ Overall site layout of proposed streets, driveways, fire hydrants and building unit locations, indicating the specific subject building's location on the overall site

Site Specific Site Plan (minimum 8 ½ "x 11" size paper at a scale of 20' equals 1") showing the proposed structure in plan view, indicating:

- _____ Title block indicating name, address, phone number of applicant and owner.....
- _____ Legal description and assessors parcel number.....
- _____ North arrow
- _____ Drawing scale.....
- _____ Site acreage.....
- _____ All proposed improvements on 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
- _____ Building footprint square footage.....
- _____ Total building square footage (all floors and including garage)
- _____ Location and distance of the building in relation to adjacent buildings, and streets.....
- _____ Fire separation distance designation.....
- _____ Elevation of the garage and the elevation of the curb at centerline of the proposed driveway
- _____ Elevation of finish floor

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SITE PLAN REQUIREMENTS – CONTINUED –

Plan Sheet Number	APPLICANT	STAFF
<hr/>	<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"/>
<hr/>	<input type="checkbox"/> When present, any surface waters (e.g. streams, ponds, ditches, etc.) within 200 feet of property	<input type="checkbox"/>
<hr/>	<input type="checkbox"/> Location of existing and/or proposed easements	<input type="checkbox"/>
<hr/>	<input type="checkbox"/> Existing sewer, water, storm drains, and other utilities	<input type="checkbox"/>
<hr/>	<input type="checkbox"/> 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.	<input type="checkbox"/>

CONSTRUCTION PLAN REQUIREMENTS (3) COMPLETE SETS INCLUDING THE FOLLOWING:

Plan Sheet Number	APPLICANT	STAFF
<hr/>	<input type="checkbox"/> Construction, erection, enlargement, alteration or repairs of or to residential buildings 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"/>
<hr/>	<input type="checkbox"/> Building Elevations	<input type="checkbox"/>
Floor Plan of each floor and basement indicating:		
<hr/>	<input type="checkbox"/> Square footage of total building – indicate room usage	<input type="checkbox"/>
<hr/>	<input type="checkbox"/> Location of all walls and partition, door sizes, and window sizes	<input type="checkbox"/>
<hr/>	<input type="checkbox"/> Beam, header, girders, columns, and post sizes	<input type="checkbox"/>
<hr/>	<input type="checkbox"/> Location of all permanently installed equipment such as plumbing fixtures, water heaters, furnaces, and appliances.	<input type="checkbox"/>
<hr/>	<input type="checkbox"/> Direction, size, and spacing of all floor and ceiling framing members	<input type="checkbox"/>
<hr/>	<input type="checkbox"/> Floor and wall assemblies	<input type="checkbox"/>
<hr/>	<input type="checkbox"/> Roof framing	<input type="checkbox"/>
<hr/>	<input type="checkbox"/> Building-Section showing details of footings through roof, stairs connections	<input type="checkbox"/>
<hr/>	<input type="checkbox"/> Dwelling unit fire separation method/detail(s) from foundation to roof	<input type="checkbox"/>
<hr/>	<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"/>
<hr/>	<input type="checkbox"/> Stairways, handrails and guardrails (if applicable).....	<input type="checkbox"/>
<hr/>	<input type="checkbox"/> Listed design rated ceiling & wall assemblies.....	<input type="checkbox"/>

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Square footage breakdown for this project (list additional units separately as necessary)

	Living area	Finished basement	Unfinished basement	Deck	Garage	Porch/Deck	Carport
Unit 1							
Unit 2							
Unit 3							
Unit 4							
Unit 5							
Unit 6							
Unit 7							
Unit 8							
Totals:							

Valuation (estimated cost of labor & building construction materials): _____

Mechanical	# Fixtures	Plumbing	# Fixtures
Gas piping (per outlet)		Backflow preventers & vacuum breakers (per fixture)	
Hydronic piping (per outlet)		Kitchen sinks (per fixture)	
Gas water heaters (per fixture)		Dishwashers (per fixture)	
Solid fuel burning appliances - wood/pellet stoves/inserts (per fixture)		Electric water heaters (per fixture)	
Gas log inserts (per fixture)		Clothes washers (per fixture)	
Heating equipment - including ductwork (per fixture)		Lavatories/bathroom sinks (per fixture)	
Vent/exhaust fans (per fixture)		Water closets/toilets (per fixture)	
Ventilation systems - not part of heating or A/C systems (per fixture)		Bathtubs (per fixture)	
Ductwork system remodels (per zone)		Showers/valve replacements (per fixture)	
Compressors, air conditioners, & heat pumps (per fixture)		Floor drains (per fixture)	
Other (per item)		Water softeners (per fixture)	
		Sewage ejectors (per fixture)	
		Laundry trays & utility sinks (per fixture)	
		Bar sinks (per fixture)	
		Urinals (per fixture)	
		Backwater valves (per fixture)	
		Repair/replacement of water piping (per fixture)	
		Water line (meter to house)	
		Other (per item)	