

Permit Counter Information & Frequently Asked Questions

CITY OF BOTHELL

PERMIT COUNTER HOURS:

9AM TO 4PM, MONDAY –WEDNESDAY and FRIDAY, 9AM to NOON on THURSDAYS (EXCEPT HOLIDAYS)

An appointment is required to submit or pick-up more than 2 applications at the same time. Please contact a Permit Technician at 425-806-6400 to schedule an appointment. Most applications require online application submittal through www.MyBuildingPermit.com.

FEES:

Building permit fees are located on [form “A”](#)

Land use application fees are located on [form “C”](#) (these fees are due at submittal)

Utility permit/right-of-way permit fees are located on [form “E”](#)

- The city of Bothell is not the water & sewer provider for the entire city, most of Snohomish County is served by Alderwood Water & Sewer, and there are small pockets serviced by Northshore Utility District or Woodinville Water District as well. We have water and sewer service district maps available to assist in locating your service provider.

Impact Fees are located on [form “X”](#)

All fees other than facility charges, impact fees, state fee and mitigation fees are subject to a 5% Technology Fee

BUILDING, PLUMBING, MECHANICAL AND SIGN PLAN REVIEW FEE PAYMENT:

Plan check fees are due at application submittal for applications requiring review. Additional fees (permit fee, state fee, etc.) are due when the permit is issued. Post-permit issuance revisions are charged an hourly review fee.

FIRST REVIEW TIMES (SEE [FORM B](#) FOR ADDITIONAL APPLICATION PROCESSING TIMES):

- Residential applications: 3-6 weeks
- Commercial building applications w/o SEPA: 5-8 weeks
- Right-of-way permits: 5 weeks
- Utility permits: 5 weeks
- Land use applications or applications with SEPA review & associated permits: 28 day completeness review period, followed by a 5-8 week first review timeline after the application is determined complete

WORK WITHOUT A PERMIT:

Per Bothell Municipal Code 20.02.161 For construction activities or projects where no permit has been obtained, this fee includes an interruption of service penalty due to the need to cease work on other permitted projects to address the item(s) not permitted. Such fees shall be as follows:

A. Work conducted without a valid/current permit:

1. A permit fee equal to the original permit fee or at least three times the current hourly rate charged for the city inspector, whichever is the greater amount.

B. Projects with a valid permit, but where work continued beyond the point of permit approval and/or where work was obscured or covered without inspection:

1. Full cost recovery of city services at an amount equal to three times the current hourly rate for a city inspector.

CHANGES TO PERMIT APPLICATIONS:

- The addition of plumbing or mechanical fixtures to an issued permit is not allowed. Additional fixtures will require a new supplemental permit application & standard review time.
- The addition of square footage to an issued building permit is not allowed. Adding square footage will require an application for an additional permit & standard review time.
- Changing the architectural plan for a building permit application (issued or not issued) is not allowed. If an applicant desires to use a new architectural plan the current application will need to be withdrawn and a new application made. Standard review time and standard review fees will apply to the new application. Up to 80% of the plan-check fees may be refunded on the withdrawn application if no plan review has been initiated prior to the withdrawal of the application.

