



City of Bothell™

# DEVELOPMENT SERVICES

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

Submit this completed form at City Hall, or use [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com) to submit your application online.

## REGISTERED BASIC PLAN SUBMITTAL CHECKLIST **3d**

This intake checklist identifies application elements necessary for the City of Bothell to accept the application for a registered basic plan. 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.

- | 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 fees (plan check fee based on all options + energy review fee) .....   | <input type="checkbox"/> |
| <input type="checkbox"/> A completed plumbing and mechanical schedule (see page 2 of this checklist) .....   | <input type="checkbox"/> |

### Construction Plans - 2 complete sets

Construction plans shall be drawn to scale, 1/8 inch = one foot minimum, and shall include the following:

- | Plan sheet<br>Number | Applicant  | Staff                    |
|----------------------|--|--------------------------|
| _____                | <input type="checkbox"/> Building Elevations .....   | <input type="checkbox"/> |
| _____                | <input type="checkbox"/> Floor Plan of each floor and basement indicating .....  | <input type="checkbox"/> |
| _____                | <input type="checkbox"/> Proposed uses in the building with floor areas calculated for each use .....  | <input type="checkbox"/> |
| _____                | <input type="checkbox"/> Beam, header, girders, columns, and post sizes .....  | <input type="checkbox"/> |
| _____                | <input type="checkbox"/> Location of all permanently installed equipment such as plumbing fixtures, water heaters, furnaces, and appliances;           | <input type="checkbox"/> |
| _____                | <input type="checkbox"/> Direction, size, and spacing of all floor and ceiling framing members. ....   | <input type="checkbox"/> |
| _____                | <input type="checkbox"/> Floor and wall assemblies .....   | <input type="checkbox"/> |
| _____                | <input type="checkbox"/> Stairways, handrails and guards .....   | <input type="checkbox"/> |
| _____                | <input type="checkbox"/> Proof of ownership or authorization from the designer or architect that the architectural drawings may be used multiple times | <input type="checkbox"/> |
| _____                | <input type="checkbox"/> Authorization from the Engineer of Record that the engineering may be used multiple times                                     | <input type="checkbox"/> |
| _____                | <input type="checkbox"/> <b>Two (2)</b> copies of structural calculations .....  | <input type="checkbox"/> |
| _____                | <input type="checkbox"/> <b>Two (2)</b> copies of WA State Energy Code Compliance form .....   | <input type="checkbox"/> |

### Square footage breakdown for this project:

- |  |                       |
|--|-----------------------|
| Living area - Floor 1: _____                                       | Deck _____            |
| Floor 2: _____   | Porch _____           |
| Finished Basement _____  | No. of Stories _____  |
| Unfinished Basement _____  | No. of Bedrooms _____ |
| Garage _____   | Building Height _____ |
| Carport _____  |                       |
| Project valuation (cost estimate of labor and materials): \$ _____ |                       |

# REGISTERED BASIC PLAN SUBMITTAL CHECKLIST

3d

Residential Mechanical - Alterations/Additions/Replacements		# Units	Residential Plumbing - Alterations/Additions/Replacements		# Units
Base permit fee	55.00		Base permit fee	55.00	
Gas piping (per outlet)	10.00		Backflow preventers & vacuum breakers (per fixture)	15.00	
Hydronic piping (per outlet)	10.00		Kitchen sinks (per fixture)	15.00	
Gas water heaters (per fixture)	20.00		Dishwashers (per fixture)	15.00	
Solid fuel burning appliances - wood/pellet stoves/inserts (per fixture)	30.00		Electric water heaters (per fixture)	15.00	
Gas log inserts (per fixture)	20.00		Clothes washers (per fixture)	15.00	
Heating equipment - including ductwork (per fixture)	30.00		Lavatories/bathroom sinks (per fixture)	15.00	
Vent/exhaust fans (per fixture)	20.00		Water closets/toilets (per fixture)	15.00	
Ventilation systems - not part of heating or A/C systems (per fixture)	20.00		Bathtubs (per fixture)	15.00	
Ductwork system remodels (per zone)	20.00		Showers/valve replacements (per fixture)	15.00	
Compressors, air conditioners, & heat pumps (per fixture)	30.00		Floor drains (per fixture)	15.00	
Other (per item)	20.00		Water softeners (per fixture)	15.00	
			Sewage ejectors (per fixture)	15.00	
			Laundry trays & utility sinks (per fixture)	15.00	
			Bar sinks (per fixture)	15.00	
			Urinals (per fixture)	15.00	
			Backwater valves (per fixture)	15.00	
			Repair/replacement of water piping (per fixture)	25.00	
			Water line (meter to house)	50.00	
			Other (per item)	15.00	