



City of Bothell™

DEVELOPMENT SERVICES

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

Submit your application at City Hall, or use 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 (paper submittals) | <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 for paper submittals

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

- | Plan sheet
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"/> Structural calculations (2 copies for paper submittals) | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> WA State Energy Code Compliance form (2 copies for paper submittals) | <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): \$ _____	

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3d

Residential Mechanical - Alterations/Additions/Replacements	# Units	Residential Plumbing - Alterations/Additions/Replacements	# Units
Base permit fee		Base permit fee	
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)	