



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 to submit your application online.

BUILDING PERMIT FROM REGISTERED BASIC - SUBMITTAL CHECKLIST

3e

Applicant: Addresses MUST be assigned before application submittal (see Application for Assignment of Address form #54). 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 items initialed as not required.* Application submittals are accepted Monday through Friday, from 9:00 am to 4:00 pm.

2 complete construction plan sets (all drawn to scale, construction plans are to be drawn to 1/8 inch = one foot, minimum) and **4 site plans** (include all items listed under Site Plan). The submittal fee (plan check fee) is due at intake, additional fees are due at issuance of permit.

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.

CITY'S REGISTERED BASIC PLAN NUMBER: _____

One of each following item is required, unless otherwise indicated.

- | 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 fee) | <input type="checkbox"/> |
| <input type="checkbox"/> Water and sewer availability certificate. You must receive your certificate prior to submitting this application, please allow 2 weeks for this review. If your provider is Alderwood, Northshore or Woodinville, please contact them for information regarding receiving certification for water and/or sewer availability and provide this with your application. (two copies) | <input type="checkbox"/> |
| <input type="checkbox"/> Letter from water purveyor indicating available fire flow (Water and Sewer Certificate of Availability, see above listed procedure). (two copies) | <input type="checkbox"/> |
| <input type="checkbox"/> A completed plumbing and mechanical schedule (attached) | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> A completed Water Meter Sizing Form 61b if city of Bothell is the water service provider (two copies) | <input type="checkbox"/> |

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Additional submittal requirements:

These requirements are in addition to the minimum application requirements as set forth in BMC 11.06.002 (Ord. 1632 § 1, 1996).

Site Plan:

Applicant

Staff

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Minimum 8 1/2" X 11" size paper at a scale of 20' equals 1" showing the proposed structure in plan view indicating: | <input type="checkbox"/> |
| <input type="checkbox"/> | Title block indicating name, address, phone number of applicant and owner, and property (site) address (contact Development Services for address verification or applications for new addresses prior to intake appointment); | <input type="checkbox"/> |
| <input type="checkbox"/> | Legal description (Subdivision/Lot #) and assessors parcel number..... | <input type="checkbox"/> |
| <input type="checkbox"/> | North arrow | <input type="checkbox"/> |
| <input type="checkbox"/> | Drawing scale | <input type="checkbox"/> |
| <input type="checkbox"/> | Property lines | <input type="checkbox"/> |
| <input type="checkbox"/> | All present improvements on property | <input type="checkbox"/> |
| <input type="checkbox"/> | Existing and proposed streets surrounding the property | <input type="checkbox"/> |
| <input type="checkbox"/> | Existing and proposed contours (2' increments) | <input type="checkbox"/> |
| <input type="checkbox"/> | Location and elevation of water meter | <input type="checkbox"/> |
| <input type="checkbox"/> | Location of existing and/or proposed easements..... | <input type="checkbox"/> |
| <input type="checkbox"/> | Driveway information for existing and proposed driveway, including location and width of the existing driveway and/or depressed curb | <input type="checkbox"/> |
| <input type="checkbox"/> | Frontage improvements | <input type="checkbox"/> |
| <input type="checkbox"/> | Elevation of the garage and the elevation of the curb at centerline of the proposed driveway | <input type="checkbox"/> |
| <input type="checkbox"/> | Existing and proposed on-site sewer, water, and storm drain lines..... | <input type="checkbox"/> |
| <input type="checkbox"/> | Distances from the proposed structures to property lines and other buildings on the site | <input type="checkbox"/> |

NOTE:

Footing and roof drains are required for any new single-family structure; any additions to, or alterations of, existing single-family structures that change the building footprint; and any detached accessory buildings (single-story with more than 200 square feet of floor area) associated with a single-family dwelling.

- | | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | Show the location of the proposed footing drain and roof drain..... | <input type="checkbox"/> |
|--------------------------|---|--------------------------|

NOTES:

- 1) The footing drain must conform to the current City of Bothell "Footing Drain Detail".
- 2) The footing and roof drains must run separately until the point of connection to the storm disposal system.
- 3) A cleanout is required at the point of connection.

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Site Plan (requirements continued):

Applicant

Staff

- Show the proposed location and method of disposal of the footing and roof drain discharge;

NOTES:

- 4) The footing and roof drains may connect to:
- a) An existing drain system if one exists (to be verified before permit issuance),
 - b) To an available storm catch basin or other city maintained storm facility if one is available,
 - c) Otherwise, the drain discharge must be conducted to an on-site dispersal system designed and engineered by a licensed professional geotechnical engineer.
 - i) Plans stamped by the engineer are to be submitted for approval.

- Elevation of main finish floor
- If present, environmentally sensitive areas on site, adjacent to, or within 200 feet (such as wetlands, steep slopes, top and toe of slope, rivers, streams, etc.)
- If present, any surface waters within 200 feet of property
- Square footage of site
- Building footprint square footage of total building
- For applications with a proposed building height of more than 30 feet, provide a narrative that justifies how the allowable height can be increased (to a maximum of 35 feet) pursuant to BMC Table 12.14.030 (footnote 6).

Construction Plans - 3 copies of City stamped approved basic plans

Applicant

Staff

- Stamped approved basic plan sets

BUILDING DATA:

Square footage breakdown for this project:

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

BUILDING PERMIT FROM REGISTERED BASIC - SUBMITTAL CHECKLIST

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Additional items (where applicable):

Applicant

Staff

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Two (2) copies of soils report from a licensed Geo-technical Engineer, unless satisfactory data from adjacent areas is available that demonstrates an investigation is not necessary. It shall be the applicant's responsibility to verify this requirement prior to application for permit (file, eng, bld, pln) | <input type="checkbox"/> |
| <input type="checkbox"/> | Four (4) complete sets of the approved Land Use Decision (i.e., CAAP, RUP, SHR, etc.) and/or SEPA Determination (i.e., EIS, DNS, MDNS) and all items required by those decisions. **NOTE** Copies of the Land Use Decision are only required to be submitted with the initial construction permit application for the project. | <input type="checkbox"/> |
| <input type="checkbox"/> | If this is not the initial construction permit application for this project, by checking this box I am confirming that I have read the land use decision(s) issued for this project and have provided the requisite number of copies with the initial application. | <input type="checkbox"/> |
| <input type="checkbox"/> | One (1) copy of Metro Residential Sewer Use Certification form if the City of Bothell is sewer provider | <input type="checkbox"/> |
| <input type="checkbox"/> | One (1) copy of King County Health or Snohomish Health District approval if on septic..... | <input type="checkbox"/> |
| <input type="checkbox"/> | Three (3) Technical Information Report (TIR)—A comprehensive drainage report containing all technical information and analysis necessary to develop the drainage plans. The TIR must conform to Section 2.3.1 of the King County Surface Water Design Manual (KCSWDM). Only required if increasing impervious surface area by more than 5,000 square feet. (file, eng, bld) | <input type="checkbox"/> |

Is the City of Bothell the water service provider? Yes No

Is the City of Bothell the sewer service provider? Yes No

If yes to either, include Utility checklist 43 with your application.

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

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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	