



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.

SINGLE FAMILY BUILDING PERMIT FOR ADDITIONS/ALTERATIONS	3b
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This intake checklist identifies minimum application elements necessary for the City of Bothell to accept the application. Should any of the following minimum items not be provided, the application will not be accepted.

Applicant: A Permit Technician will use this checklist to confirm required items are 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.

For paper submittals: 3 complete construction plan sets and 5 site plans (drawn to scale, construction plans are to be drawn to 1/8 inch = one foot, minimum. Include all items listed under Site Plan).

For interior only remodels: 2 sets construction plans, no site plan required.

The submittal fee (plan check fee) is due at application 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:

- | 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"/> Fire Flow Availability letter from water purveyor indicating available fire flow | <input type="checkbox"/> |
| • If required fire flow is NOT available then fire sprinklers may be required. | |
| <input type="checkbox"/> If increasing the floor area of the building by more than 60%, evidence of adequate water and sewer availability (Water and Sewer Certificate of Availability) is required. If the City of Bothell is your provider, submit an application for Water and Sewer Certificate of Availability. 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. | <input type="checkbox"/> |
| <input type="checkbox"/> If applying for an addition that includes adding plumbing fixtures and the water service provider is the city of Bothell, submit completed Water Meter Sizing Form 61b (2 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

Plan Sheet Number	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 foot increments where <15% slope, 5 foot increments where the slope is 15% or greater)	<input type="checkbox"/>
_____	<input type="checkbox"/> Location of existing and/or proposed easements	<input type="checkbox"/>
_____	<input type="checkbox"/> 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).	<input type="checkbox"/>

NOTE:

Footings 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 120 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: <ol style="list-style-type: none"> 1. The footing drain must conform to the current City of Bothell "Footing Drain Detail" (#497). 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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Plan Sheet
Number Applicant

Staff

- | | | | | |
|-------|--------------------------|---|-------|--------------------------|
| _____ | <input type="checkbox"/> | Show the proposed location and method of disposal of the footing and roof drain discharge;
* If work in the right-of-way is required to connect to storm a separate right-of-way permit is required. | _____ | <input type="checkbox"/> |
|-------|--------------------------|---|-------|--------------------------|

NOTES:

- 1) 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.

- | | | | | |
|-------|--------------------------|--|-------|--------------------------|
| _____ | <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"/> |
| _____ | <input type="checkbox"/> | Elevation of main finish floor _____ | _____ | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | 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.) | _____ | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | If present, any surface waters within 200 feet of property | _____ | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Square footage of site _____ | _____ | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Building footprint square footage of existing building, proposed addition/alteration, and all other structures on site | _____ | <input type="checkbox"/> |

Construction Plans - 3 sets drawn to scale, construction plans are to be drawn to 1/8 inch = one foot, minimum

***Note: 2 sets required for interior only remodels**

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|-------|--------------------------|--|-------|--------------------------|
| _____ | <input type="checkbox"/> | Building Elevations (applications for additions only) | _____ | <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 newly 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"/> | Building-Section showing details of footings through roof..... | _____ | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Stairways and handrails (proposed) | _____ | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Guardrail and rails (proposed)..... | _____ | <input type="checkbox"/> |

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Additional items required:

- Two (2)** copies of structural calculations (calculations required only for story additions)
- Two (2)** copies of WA State Energy Code Compliance form (alterations which do not increase conditioned area may be exempt)
- Three (3)** copies of Soils Report, pursuant to 14.04.210 required if Environmentally Sensitive Area is present on area to be altered. (bld, pln, file)
- Three (3)** 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 (if applicable). ****NOTE** Copies of the Land Use Decision are only required to be submitted with the initial construction permit application for the project.** (bld, pln, file)
- 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.
- Five (5)** copies of SEPA checklist and items required, see SEPA intake checklist (2 pln, 2 eng, file)
- One (1)** copy of King County Health or Snohomish Health District approval if on septic.
- One (1)** copy of completed PSAPCA Notice of Intent form

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

Single Family Project:

- living area add. garage add. remodel repair other

Square footage breakdown for addition:

Living area _____ Deck _____ Garage _____ Carport _____ Basement _____ Unfinished Basement _____

Project valuation (market cost of materials and labor for entire project):

\$ _____

Interior only work valuation (separated market cost of work that is remodeling the interior of existing area and not work adding new square footage):

\$ _____

Pre-application meetings are mandatory for Type II and higher applications. Additionally, the City will conduct pre-application meetings for projects below the mandatory threshold if requested by the applicant. The fee for a non-mandatory pre-application meeting will be determined based on the staff time to prepare and attend the pre-application meeting.

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Residential Mechanical - Alterations/Additions/Replacements		# Units	Residential Plumbing - Alterations/Additions/Replacements		# Units
Base permit fee	57.00		Base permit fee	57.00	
Gas piping (per outlet)	11.00		Backflow preventers & vacuum breakers (per fixture)	16.00	
Hydronic piping (per outlet)	11.00		Kitchen sinks (per fixture)	16.00	
Gas water heaters (per fixture)	21.00		Dishwashers (per fixture)	16.00	
Solid fuel burning appliances - wood/pellet stoves/inserts (per fixture)	32.00		Electric water heaters (per fixture)	16.00	
Gas log inserts (per fixture)	21.00		Clothes washers (per fixture)	16.00	
Heating equipment - including ductwork (per fixture)	32.00		Lavatories/bathroom sinks (per fixture)	16.00	
Vent/exhaust fans (per fixture)	21.00		Water closets/toilets (per fixture)	16.00	
Ventilation systems - not part of heating or A/C systems (per fixture)	21.00		Bathtubs (per fixture)	16.00	
Ductwork system remodels (per zone)	21.00		Showers/valve replacements (per fixture)	16.00	
Compressors, air conditioners, & heat pumps (per fixture)	32.00		Floor drains (per fixture)	16.00	
Other (per item)	21.00		Water softeners (per fixture)	16.00	
			Sewage ejectors (per fixture)	16.00	
			Laundry trays & utility sinks (per fixture)	16.00	
			Bar sinks (per fixture)	16.00	
			Urinals (per fixture)	16.00	
			Backwater valves (per fixture)	16.00	
			Repair/replacement of water piping	26.00	
			Water line (meter to house)	52.00	
			Other (per item)	16.00	