



City of Bothell™

DEVELOPMENT SERVICES

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

COMMERCIAL/MULTI-FAMILY BUILDING PERMIT

*Online application submittal is required through www.MyBuildingPermit.com,
select Building > Project Type > New Construction*

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This submittal 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.

An application shall require the following:

Applicant

Staff

- Address Assignment letter (see form 54)
- The applicable submittal fees (plan check and fire plan check, may include consultant plan check fee)
- Development Review Billing form D
- Water and sewer availability certificate that has been completed by the water and sewer purveyor. (Form 36 if the City of Bothell is your provider, allow 2 weeks for processing). If your water and/or sewer provider is Alderwood, Northshore or Woodinville, please contact them for the water and/or sewer availability certificate.
- Letter from water provider indicating available fire flow meets Fire Department requirements (determined by application for Fire Flow requirement application, form 36).
- Completed Water Meter Sizing Form 61a, if the city of Bothell is the water service provider
- Application for a traffic concurrency encumbrance letter (*form 39*) (BMC 17.03.014) unless the permit is specifically exempted by BMC 17.03.003. If a concurrency encumbrance letter has been issued, submit the letter in lieu of concurrency application. -
- Completed Building Code Summary Worksheet (form 11).
- Copy of completed Solid Waste Container Checklist, see page 6 (required at permit submittal).
- Copy of agreement with Post Office explaining plans for mail delivery & pickup.
- ALL deferred submittals are noted on the cover page of the plan sets (i.e. fire alarm, fire suppression, plumbing, and/or mechanical).

Pre-application meetings are mandatory for Type II and higher applications (new buildings which trigger environmental review (SEPA)). 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.

Site Plan Must Include the Following:

Plan sheet Number	Applicant		Staff
_____	_____	<input type="checkbox"/> Title sheet with Vicinity Map and a title block indicating name, address, phone number of applicant and owner, and property address (contact Permit Services for address verification or for an application for new addresses prior to permit application submittal).	<input type="checkbox"/>

Overall Site Plan (minimum 8 ½ "x 11" size paper at a scale of 20' equals 1") showing the proposed structure in plan view indicating:

- | | | | |
|-------|--------------------------|--|--------------------------|
| _____ | <input type="checkbox"/> | North arrow..... | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Bar scale | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Existing and proposed public and private streets surrounding and within 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"/> | Natural grade elevations at midpoint of each building wall, supplied by a licensed land surveyor. | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | When present, environmentally sensitive areas on site, adjacent to, or within 200 feet of property (such as wetlands, steep slopes, top and toe of slope, rivers, streams, etc.). | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | When present, any surface waters (e.g. streams, ponds, ditches, etc.) within 200 feet of property. | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Property lines | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Site acreage | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | All present improvements on property | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Distances from the proposed buildings to property lines and other buildings on the site.... | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Legal description and assessor's parcel number | <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 elevation of curb at center line of proposed driveway. | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Internal roadway radii..... | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Elevation of finish floor..... | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Existing sewer, water, storm drains, and other utilities | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Location and method of proposed sewer connection, water meter, roof drain connection to the existing storm drain, and the location of the foundation drain with point of disposal indicated. | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Location of existing or planned fire hydrants and planned water mains, if new mains are to be installed. | <input type="checkbox"/> |

Construction/Architectural Plans Must Include the Following:

Plan sheet Number	Applicant	Staff
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- | | | | |
|-------|--------------------------|---|--------------------------------|
| _____ | <input type="checkbox"/> | Construction, erection, enlargement, alteration or repairs of or to buildings of any occupancy larger than 4,000 sq. ft. or residential with more than four units shall be designed by a licensed registered architect and the drawings shall be sealed by the architect. RCW 18.08.410. | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <p>For structures containing residential uses:</p> <p>The following stamped certified statement by the person stamping the building enclosure design documents is required for buildings containing three or more attached dwelling units, excluding attached dwelling units that are each located on their own platted lot, and buildings in which all of the dwelling units are held under one ownership and subject to a recorded irrevocable sale prohibition covenant:</p> <p>“The undersigned has provided building enclosure documents that in my professional judgment are appropriate to satisfy the requirements of RCW 64.55.005 through 64.55.090”.</p> <p>A statement shall be noted on the plans that directs the qualified inspector to submit a final acceptance letter to the building division indicating the building has been constructed (or reconstructed) in substantial compliance with the building enclosure design documents per RCW 64.55.060.</p> | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Building Elevations | _____ <input type="checkbox"/> |

Floor Plan of each floor and basement indicating:

- | | | | |
|-------|--------------------------|--|--------------------------------|
| _____ | <input type="checkbox"/> | Proposed uses in the building (e.g., office, chemical, laboratory, machine shop, computer room, etc.) If laboratory, chemical or other hazardous materials usage, provide a list of chemicals, quantities, hazard classifications, and hazardous processes (e.g. dispensing, distillation, etc.) indicate type and height of storage method, and provide a Hazardous Materials Inventory Statement if determined applicable during the pre-application conference. | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Square footage of total building—indicate room usage (office, conference, lab, etc.)..... | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Gross floor area for each building (if multiple buildings) | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Location of all walls and partition, door sizes, and window sizes | _____ <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"/> | Building-Section showing details of footings through roof..... | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Exterior wall details including flashing, intersections with dissimilar metals, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water resistive membrane, and details around openings. | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Stairways and handrails (if applicable)..... | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Guardrail and rails | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | Listed design rated ceiling & wall assemblies | _____ <input type="checkbox"/> |

Plumbing and Mechanical:

- | | | | |
|-------|--------------------------|---|--------------------------------|
| _____ | <input type="checkbox"/> | Plumbing and mechanical drawings are shown in detail , including isometric and layout drawings on the submitted building plans and a plumbing and/or mechanical application is included . The plumbing and mechanical review will be performed concurrently with the building review. Separate permits for plumbing and mechanical will be issued at the time of building permit issuance. - OR: | _____ <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | A plumbing and/or mechanical application is not included . Only the building portion will be reviewed. A separate plumbing and/or mechanical permit application and complete plan set will be required for any plumbing or mechanical work. These applications will not be reviewed concurrently with the building permit application, and are subject to the standard plan review time. | _____ <input type="checkbox"/> |

Note: Plumbing and mechanical permits **will not** be issued prior to issuance of the building permit.

Landscape Plans:

For all new construction and additions that increase existing gross floor area by more than 20%, provide detailed landscape plans that include the following:

Plan sheet Number	Applicant	Staff
_____	<input type="checkbox"/> Landscape Plan and Irrigation Plan drawn to scale with stamp from Landscape Architect or Certified Nurseryman and a schedule drawn to the same scale as the storm water/detention plan, showing symbols, numbers, sizes and types of plants.	<input type="checkbox"/>
_____	<input type="checkbox"/> Tree Retention Plan consistent with BMC 12.18.030 (may be included on Landscape Plan above).	<input type="checkbox"/>
_____	<input type="checkbox"/> Existing Parking Stalls	<input type="checkbox"/>
_____	<input type="checkbox"/> Proposed Parking Stalls (if required).....	<input type="checkbox"/>
_____	<input type="checkbox"/> Disabled person/accessible parking stalls	<input type="checkbox"/>
_____	<input type="checkbox"/> Existing landscape areas, plants, location and sizes.....	<input type="checkbox"/>

Civil Plans:

_____	<input type="checkbox"/> Civil Plans (see Bothell Design and Construction Standards, section 1-10).....	<input type="checkbox"/>
_____	<input type="checkbox"/> Title sheet with Vicinity Map, & Index Map (if applicable).....	<input type="checkbox"/>
_____	<input type="checkbox"/> Site Topographic & Horizontal Control Plan	<input type="checkbox"/>
_____	<input type="checkbox"/> Temporary Erosion & Sedimentation Control Plan (T.E.S.C.P.)	<input type="checkbox"/>
_____	<input type="checkbox"/> Grading Plan (See Grading Checklist, (<i>form 40</i>)	<input type="checkbox"/>
_____	<input type="checkbox"/> Street Improvement Plan, to include frontage improvements in accordance with BMC Title 17.09 (new construction and change of use). Separate cross section work sheets are required for all new street construction and frontage improvements. Distance between cross section locations shall be typically at 50 ft. stations or as determined by the Community Development and Public Works Director (based on site topography).	<input type="checkbox"/>
_____	<input type="checkbox"/> Storm Drainage/Detention Plan/Profile (Drainage & Street Plans may be combined together).....	<input type="checkbox"/>
_____	<input type="checkbox"/> Sanitary Sewer Plan/Profile.....	<input type="checkbox"/>
_____	<input type="checkbox"/> Water System Plan/Profile	<input type="checkbox"/>
_____	<input type="checkbox"/> Composite Utility Plan	<input type="checkbox"/>
_____	<input type="checkbox"/> Street / Parking Lot Lighting plan (may not be combined with other plans)	<input type="checkbox"/>
_____	<input type="checkbox"/> Driveway Schedule.....	<input type="checkbox"/>
_____	<input type="checkbox"/> Details and Specifications for the above improvements, including duplicate copies of all standard City of Bothell drawings referenced on the plan and in the note.	<input type="checkbox"/>
_____	<input type="checkbox"/> Cost estimate: the developer shall provide a detailed cost estimate of construction to the City, prepared by the contractor City, prepared by the contractor or a civil engineer licensed within the State of Washington, for the cost of improvements based on the approved plans. The estimate shall itemize descriptions, quantities and unit costs, i.e., ROW, grading.	<input type="checkbox"/>

Applicant

Staff

- Structural Calculations
- WA State Energy Code Compliance form.....
- 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 the Bothell Surface Water Manual.
- Soils Report from a Licensed Geo-technical Engineer.
- Is shared off street parking being proposed? If so, provide one (1) written contract with cooperating landowners showing the provision of adequate off-street parking.
- Grading, Right-of-way and/or Utility, or other required permit applications
- The name, address, and phone number of the office of the lender administering the interim construction financing, if any; or the name and address of the firm that has issued a payment bond, if any, on behalf of the prime contractor for the protection of the owner, if the bond is for an amount not less than fifty percent of the total amount of the construction project. (RCW 19.27.095, State Building Code).

Other:

- A completed SEPA environmental checklist, (if subject to SEPA review) and City’s required documents (see SEPA intake checklist for requirements).
- If completed: The approved Land Use Decision (CAAP, SHR, RUP, CUP, SPR, etc.), and/or SEPA Determination and all items required by those decisions (if applicable). ****NOTE** Copies of Land Use Decisions are only required to be submitted with the initial construction permit application for the project.**
- 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.
- Notes and determinations from the pre-application conference (if applicable).....
- Phase I Environmental Reports if determined applicable at pre-application conference. (file, pIn)
- 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.

Applicants submitting for new commercial, multi-family or mixed-use buildings may submit a fee quote form prior to submittal, to obtain submittal fees. To obtain a fee quote form please contact Permit Services at permitsvcs@bothellwa.gov, or go to the City’s website at <http://www.bothellwa.gov/393/Applications-Forms> .

Solid Waste Container Checklist

This checklist for garbage, recycling and organics collection containers and storage must be completed for new multi-family or commercial construction in the City of Bothell. Storage space and collection points for recyclables and garbage shall comply with Bothell Municipal Codes (BMC) 8.20 and 12.14.155. **Note: Collection by Haulers and storage of containers not allowed to take place in the Right-of-Way.**

Enclosure Location (where carts are stored):

- Indoor
- Outdoor

Are the containers accessible for the Solid Waste Driver to access?

- Yes
- No

Capacity for Containers:

Type of Container	# of Anticipated Container(s)	Size of Container(s)
<input type="checkbox"/> Garbage (Solid Waste)	_____	_____
<input type="checkbox"/> Recycle	_____	_____
<input type="checkbox"/> Organics (Food Scraps)	_____	_____
<input type="checkbox"/> Cooking Oil	_____	_____

Collection System - Truck Access:

- Entrance height meets truck specifications
- Exit height meets truck specifications
- Turnaround area meets turning radius for truck specifications
- Container storage meets truck specifications and space available/needed

Collection Time Frame:

Materials Collected	Day(s) of Week	Time of Collection
Garbage (Solid Waste)	_____	_____
Recycling	_____	_____
Organics	_____	_____

The hauler has reviewed designs and approves storage location, entrance/exit route for containers and waiting area for collection.

- Hauler: **Recology CleanScapes** contact Corey Cummins via email at ccummins@recology.com
- Waste Management** contact Jim Bobin via email at jbobin@wm.com

Print Name of Hauler Contact

Signature of Hauler Contact

Date