



City of Bothell™

# DEVELOPMENT SERVICES

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

## COMMERCIAL/MULTI-FAMILY BUILDING PERMIT

Submit your application online at [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com).  
Online application is required for new buildings 4,000 sq ft. or over.

2

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.

**Applicant:** 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* to confirm the item each included in the submittal package. *If you think an item is not applicable to your project, you must contact the appropriate department prior to submittal, to have the item(s) initialed as not required.*

**Paper applications submit:** Seven (7) complete plan sets - 6 full size and one 11"x17" (a set consists of one each of the construction plan, site plan, civil and landscaping plans, to scale). An appointment is required to submit this application at the Permit Center.

An application shall consist of the following general information:

Applicant	Staff
<input type="checkbox"/> A completed & signed Permit Application form - <b>1 copy</b>	<input type="checkbox"/>
<input type="checkbox"/> Address Assignment letter (see form 54) - <b>1 copy</b>	<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 - <b>1 copy</b> .	<input type="checkbox"/>
<input type="checkbox"/> The applicable fees (plan check and fire plan check, may include consultant plan check fee)	<input type="checkbox"/>
<input type="checkbox"/> Development Review Billing form D - <b>1 copy</b>	<input type="checkbox"/>
<input type="checkbox"/> Water and sewer availability certificate that has been <u>completed</u> 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. - <b>5 copies</b>	<input type="checkbox"/>
<input type="checkbox"/> Letter from water provider indicating available fire flow meets Fire Department requirements (determined by application for Fire Flow requirement application, form 36 or 36a). - <b>5 copies</b>	<input type="checkbox"/>
<input type="checkbox"/> Completed Water Meter Sizing Form 61a if the city of Bothell is the water service provider- <b>2 copies</b>	<input type="checkbox"/>
<input type="checkbox"/> Application for a traffic concurrency encumbrance letter ( <i>form 39</i> ) (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. - <b>2 copies</b>	<input type="checkbox"/>
<input type="checkbox"/> Completed Building Summary Worksheet (form 11).	<input type="checkbox"/>
<input type="checkbox"/> Copy of completed Solid Waste Container Checklist, see page 7 (required at permit submittal).	<input type="checkbox"/>
<input type="checkbox"/> Copy of agreement with Post Office explaining plans for mail delivery & pickup.	<input type="checkbox"/>
<input type="checkbox"/> ALL deferred submittals are noted on the cover page of the plan sets (i.e. fire alarm, fire suppression, plumbing, and/or mechanical).	<input type="checkbox"/>

**Submittal requirements.**

**Site Plan - 7 copies showing the following:**

Plan sheet Number	Applicant		Staff
_____	<input type="checkbox"/>	<b>Title sheet</b> 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 <b>prior</b> to intake appointment).	<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"/>

**7 sets of Construction Plans - 6 full size and one 11"x17" - showing the following:**

Plan sheet Number	Applicant	Staff
----------------------	-----------	-------

_____	<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"/> <b>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:</b>	_____ <input type="checkbox"/>
-------	---	--------------------------------

“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”.

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.

_____	<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 (check where applicable):**

_____	<input type="checkbox"/> Plumbing and mechanical drawings <b>are shown in detail</b> , including isometric and layout drawings on the submitted building plans <b>and a plumbing and/or mechanical application is included</b> . 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. - <b>OR:</b>	_____ <input type="checkbox"/>
-------	--	--------------------------------

_____	<input type="checkbox"/> <b>A plumbing and/or mechanical application is <u>not</u> included</b> . 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. <b>These applications will not be reviewed concurrently with the building permit application, and are subject to the standard plan review time.</b>	_____ <input type="checkbox"/>
-------	--	--------------------------------

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

**Landscape Plans - 7 sets:**

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 - 7 sets:**

_____	<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"/>

**2 sets of the following items (file, bld):**

Applicant

Staff

- Structural Calculations.....
- WA State Energy Code Compliance form .....

**3 sets of the following items (file, eng, bld):**

- 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 (**NOTE: six copies required if geological hazards areas or steep slopes are present on areas to be altered**).

**1 copy of each of the following items:**

- 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 and/or ROW permit applications and checklists.....
- 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:**

- Five (5)** copies of completed SEPA environmental checklist, including one original (if subject to SEPA review) and City’s required documents (see SEPA intake checklist for requirements). (file, 2 pln, 1 eng, 1 trf)
- Six (6)** complete sets of the approved Land Use Decision (CAAP, SHR, RUP, CUP, etc.), and/or SEPA Determination 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.**
- 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.
- Six (6)** sets of notes and determinations from the pre-application conference (if applicable) .....
- Two (2)** Phase I Environmental Reports if determined applicable at pre-application conference. (file, pln)
- 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](mailto:permitsvcs@bothellwa.gov), or go to the City’s website at <http://www.bothellwa.gov/393/Applications-Forms> .

**Commercial Project:**

Type of construction:  I    II    III    IV    V    A    B    HT   Occupancy Type(s): \_\_\_\_\_

**Square footage breakdown for this project:**

**New Construction or addition square footage:**

Office \_\_\_\_\_ Warehouse \_\_\_\_\_ Assembly \_\_\_\_\_ Restaurant \_\_\_\_\_ Other \_\_\_\_\_

Shell only    Complete building

**Multi-family Project Square footage:**

Living area \_\_\_\_\_ Deck \_\_\_\_\_ Garage \_\_\_\_\_ Carport \_\_\_\_\_

Basement \_\_\_\_\_ Unfinished Basement \_\_\_\_\_

Residential Area Square Footage per Unit	Number of New Dwelling Units in Each Category
Less than 500 sq. ft.	
500 – 999 sq. ft.	
1,000 – 1,999 sq. ft.	
2,000 or more sq.ft.	
Total Number of New Dwelling Units:	

**For either Multi-Family or Commercial buildings:**

Valuation of project (estimated cost of labor & materials): \_\_\_\_\_

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.

# 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](mailto:ccummins@recology.com)
- Waste Management** contact Jim Bobin via email at [jbobin@wm.com](mailto:jbobin@wm.com)

\_\_\_\_\_  
Print Name of Hauler Contact

\_\_\_\_\_  
Signature of Hauler Contact

\_\_\_\_\_  
Date