



Submit this completed form at City Hall, or use www.MyBuildingPermit.com to submit your application online.

ESPRESSO STAND PERMIT

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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 at the counter.

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* 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 item(s) initialed as not required.

You will need an intake appointment for your submittal. Please contact Permit Services at (425) 806-6400 to schedule your appointment.

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 (**one of each item required**).

- | 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 fees (plan check, fire plan check) | <input type="checkbox"/> |
| <input type="checkbox"/> A completed Development Review Billing Form "D" | <input type="checkbox"/> |
| <input type="checkbox"/> Evidence of adequate water, sewer and fire flow availability (Water and Sewer Certificate of Availability, see form 36 if City of Bothell is the water and/or sewer provider). Only fire flow availability is required if there will be no hook-up to water or sewer. | <input type="checkbox"/> |
| <input type="checkbox"/> Letter of agreement between the espresso stand owner and adjacent business, if that business is being utilized as a source of water and restroom facilities for the espresso stand. | <input type="checkbox"/> |
| <input type="checkbox"/> Approved clearance from the appropriate health district. | <input type="checkbox"/> |

Building Plans - Two sets required:

If pre-manufactured, provide:

- Manufacturer's plans and specs, including tiedowns for wind and seismic restraint

If built on site, provide:

- Direction, size, and spacing of all floor and ceiling framing members
- Cross-Section Plans of wall showing all details
- Foundation details including tie down for wind and seismic restraint
- Location of all permanently installed equipment such as plumbing fixtures and appliances...

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.

Site Plans - Seven sets required:

- | 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 Development Services for address verification or for an application for new addresses prior to intake appointment) | <input type="checkbox"/> |
| <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"/> 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 assessors 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"/> If applicable- 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"/> Stacking spaces for cars in the "drive-through" | <input type="checkbox"/> |
| <input type="checkbox"/> Proposed parking lot striping directing flow of traffic | <input type="checkbox"/> |
| <input type="checkbox"/> Route of pedestrian access off of public street/sidewalk..... | <input type="checkbox"/> |
| <input type="checkbox"/> Proposed landscaping | <input type="checkbox"/> |

Square Footage of Building: _____

Project Valuation (Value of Materials and Installation): \$ _____