



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](http://www.MyBuildingPermit.com) to submit your application online.

## MANUFACTURED HOME – TYPE A 5

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.

Manufactured Home - Type A. For definition see BMC 11.02.050. Type A manufactured homes are allowed in all R zones. See BMC 12.06.140, Permitted Uses.

**Applicant:** Addresses **MUST** be assigned before intake (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.

**Three (3) complete construction plan sets** (all drawn to scale, construction plans are to be drawn to 1/8 inch = one foot, minimum) and **Five (5) 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. 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. 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. <b>(two copies)</b> | <input type="checkbox"/> |
| <input type="checkbox"/> Letter from water purveyor indicating available fire flow (Water and Sewer Certificate of Availability, see above listed procedure). <b>(two copies)</b>  | <input type="checkbox"/> |
| <input type="checkbox"/> A completed Water Meter Sizing Form 61b if city of Bothell is the water service provider <b>(two copies)</b>  | <input type="checkbox"/> |

**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 (5 copies):**

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 ( <b>contact Development Services for address verification or applications for new addresses prior to intake appointment</b> );	<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 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"/>
<input type="checkbox"/> Location of deck and/or landing structures, including stair locations.....	<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.**

**Site Plan (requirements continued):**

Applicant		Staff
<input type="checkbox"/>	Show the location of the proposed footing drain and roof drain .....	<input type="checkbox"/>
	<b>NOTES:</b>	
	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.	
<input type="checkbox"/>	Show the proposed location and method of disposal of the footing and roof drain discharge;	<input type="checkbox"/>
	<b>NOTES:</b>	
	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.	
<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 total building .....	<input type="checkbox"/>

**Construction Plans (2 complete sets that include the following):**

Plan sheet Number	Applicant	Staff
_____	<input type="checkbox"/> Building Elevations .....	<input type="checkbox"/>
_____	<input type="checkbox"/> Floor Plan of each floor and basement indicating proposed uses in the building .....	<input type="checkbox"/>
_____	<input type="checkbox"/> Details of stairways and handrails (if multi-level) .....	<input type="checkbox"/>
_____	<input type="checkbox"/> Details of decks and/or landing structures.....	<input type="checkbox"/>
_____	<input type="checkbox"/> Foundation plan, including anchorage details .....	<input type="checkbox"/>

**Additional items (if applicable):**

Applicant

Staff

- Two (2)** copies of manufacturer’s design specifications .....
- Two (2)** copies of structural calculations for foundation and anchorage of manufactured home to foundation.
- Four (4)** 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)
- Five (5)** copies of SEPA Environmental Checklist, including one original (if subject to SEPA review) see SEPA intake checklist (file, 2 pln, 2 eng)
- One (1)** copy of Metro Residential Sewer Use Certification form if the City of Bothell is sewer provider .....
- One (1)** copy of King County Health or Snohomish Health District approval if on septic.....
- 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)

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

**BUILDING DATA:**

**Square footage breakdown for this project:**

Living area - _____	Deck _____
Garage _____	Porch _____
Carport _____	No. of Stories _____
Lot Sq. Ft. _____	% Lot Coverage _____
Building Height _____	

Project valuation (cost estimate of labor and materials):

\$ \_\_\_\_\_