



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 to submit your application online.

UTILITY 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.

Utility Connection – For Single Family, Multi-family or Commercial Connections, or Main Extensions/Replacement – 8" diameter or less

- **Four (4)** complete sets of drawings (standard sheet size of 24" x 36", drawn to a Horizontal Scale of 1"= 20', and Vertical Scale of 1" = 4'), + **one** 11" x 17" or half size set required.

Main Extensions/Replacement over 8" diameter (Type II): These projects are subject to a SEPA review.

- **Four (4)** complete sets of drawings (standard sheet size of 24" x 36", drawn to a Horizontal Scale of 1" = 20', and Vertical Scale of 1" = 4') + **one** 11" x 17" or half size set required. In addition, submit **five (5) copies** of completed SEPA checklists, including one original with associated required documents (see SEPA Intake checklist for requirements).

Applicant: 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. *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.*

Applicant

Staff

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | A completed & signed Permit Application form | <input type="checkbox"/> |
| <input type="checkbox"/> | Site plan | <input type="checkbox"/> |
| <input type="checkbox"/> | Detailed construction drawings per Bothell <i>Design and Construction Standards and Specifications</i> (not required for single-family projects). | <input type="checkbox"/> |
| <input type="checkbox"/> | Multi-Family or Commercial Projects: Completed Development Review Billing form D | <input type="checkbox"/> |
| <input type="checkbox"/> | Current Certificate of Water and Sewer Availability. You must receive your certificate from the water purveyor prior to submitting this application. | <input type="checkbox"/> |
| <input type="checkbox"/> | METRO Sewer Use Form for new sewer connections (obtained at the Community Development Department) | <input type="checkbox"/> |
| <input type="checkbox"/> | Completed Water Meter Sizing Form (61a or 61b, as applicable) if applying for City of Bothell water service (2 copies) | <input type="checkbox"/> |
| <input type="checkbox"/> | Five (5) complete sets of the approved Land Use Decision (CAP, SHR, RUP, CUP, SPL, PLT, PUD, 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. | <input type="checkbox"/> |
| <input type="checkbox"/> | 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. | <input type="checkbox"/> |
| <input type="checkbox"/> | Copy of notes and determinations from the pre-application conference (if applicable). | <input type="checkbox"/> |

*City of Bothell capital improvement and maintenance projects are exempt from permitting requirements unless other permits, SEPA reviews or outside agency permits are required.

UTILITY PERMIT

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Fees due at submittal for development projects:

Water utility infrastructure improvements:

Base charge: \$488
Footage charge (per 100 LF): _____ X \$1805 = \$ _____
Total: \$ _____

To determine fees: Divide actual footage of proposed city-owned water main by 100 to determine multiplier to be used with \$1805 rate per 100 lineal ft. All footages must be rounded to the nearest tenth.

Sewer utility infrastructure improvements:

Base charge: \$488
Footage charge (per 100 LF): _____ X \$1502 = \$ _____
Total: \$ _____

To determine fees: Divide actual footage of proposed city-owned sewer main by 100 to determine multiplier to be used with \$1502 rate per 100 lineal ft. All footages must be rounded to the nearest tenth.

Storm water improvements:

Base charge: \$488
Footage charge (per 100 LF): _____ X \$555 = \$ _____
Total: \$ _____

To determine fees: Divide actual footage of proposed storm water main by 100 to determine multiplier to be used with \$555 rate per 100 lineal ft. All footages must be rounded to the nearest tenth.

I hereby certify that the information provided on this application is true and correct and that the applicable requirements of the City of Bothell will be met. I certify that I am the owner of the subject property, or that I have been given express permission by the owner as owner's representative of the subject property to submit this application for permit. I agree that if an error is found the City reserves the right to revise the fees and payment of the additional fees are due upon the next plan submittal. Failure to make this payment will mean the re-submittal will not be taken in by the City.

Signed: _____ Date: _____

Owner or Owner's Representative Name: _____

Utility Contractor _____

Mailing address _____ City _____ State _____ Zip _____

Phone (____) _____ FAX (____) _____ E-Mail: _____

State license _____ exp. date _____

Contractor's City of Bothell business license _____

Water Meters	Meter size	Number	Main Line Tap Required?
Single Family Water Meter	<input type="checkbox"/> ¾" <input type="checkbox"/> 1" <input type="checkbox"/> 1½"	_____	<input type="checkbox"/> yes <input type="checkbox"/> no
Single Family Irrigation Meter	<input type="checkbox"/> ¾" <input type="checkbox"/> 1" <input type="checkbox"/> 1½"	_____	<input type="checkbox"/> yes <input type="checkbox"/> no
Single Family Water Meter and Fire Sprinkler	<input type="checkbox"/> 1"	_____	<input type="checkbox"/> yes <input type="checkbox"/> no
Commercial Water Meter	<input type="checkbox"/> ¾" <input type="checkbox"/> 1" <input type="checkbox"/> 1½" <input type="checkbox"/> 2"	_____	<input type="checkbox"/> yes <input type="checkbox"/> no How Many _____
Commercial Irrigation Meter	<input type="checkbox"/> ¾" <input type="checkbox"/> 1" <input type="checkbox"/> 1½" <input type="checkbox"/> 2"	_____	<input type="checkbox"/> yes <input type="checkbox"/> no How Many _____
Multi-Family Water Meter	<input type="checkbox"/> ¾" <input type="checkbox"/> 1" <input type="checkbox"/> 1½" <input type="checkbox"/> 2"	_____	<input type="checkbox"/> yes <input type="checkbox"/> no How Many _____
Multi-Family Irrigation Meter	<input type="checkbox"/> ¾" <input type="checkbox"/> 1" <input type="checkbox"/> 1½" <input type="checkbox"/> 2"	_____	<input type="checkbox"/> yes <input type="checkbox"/> no How Many _____

Sanitary Side Sewer Permits	Number of Connections	Main Line Tap Required?
Single Family Connections:	_____	<input type="checkbox"/> yes <input type="checkbox"/> no How Many _____
Commercial Connections:	_____	<input type="checkbox"/> yes <input type="checkbox"/> no How Many _____
Multi-Family Connections:	_____	<input type="checkbox"/> yes <input type="checkbox"/> no How Many _____

All sanitary sewer mains, side sewers, sanitary sewer manholes and sanitary sewer facilities shall be designed and constructed in accordance with the latest issue or revision of the "Criteria for Sewage Work Design" published by the Washington State Department of Ecology, the American Public Works Association (A.P.W.A.) Standards and Sewer Utility Standard Details and Bothell's Engineering Specification and Detail for sanitary sewers. All connections to Metro facilities shall conform to Metro's standards.

Storm Side Sewer Drain	Will connection be made?	<input type="checkbox"/> yes <input type="checkbox"/> no
Single Family & Small Projects	If no, method of control?	_____

