



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.

WIRELESS COMMUNICATION FACILITIES BUILDING

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This form should be used for Wireless Communication Facilities (WCF) that only require a building permit per BMC 12.11.050, or for the construction of a new WCF monopole or tower (which also require a Wireless Communications Facility permit), or for the construction of WCF equipment enclosures.

Per BMC 12.11.050: Maintenance of existing facilities, including replacement of antennas and other equipment, will only require a building permit. There may be a one-time increase in the number and/or size of the antennas by up to 50 percent, with a minimum allowance of three new antennas, without a full WCF permit. The director may allow additional antennas and other equipment through a building permit if the dimensions of the antenna support structure or equipment area are not substantially changed.

This intake checklist identifies minimum application elements necessary for the City of Bothell to accept the application for further processing. Should any of the following minimum items not be provided, the application will not be accepted at the counter.

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.

An intake appointment is required for submittal. To schedule, please contact Permit Services at (425) 806-6400

Six plan sets, (all drawn to scale, construction plans are to be drawn to 1/8" = 1', minimum) are required. Submittal plans when less than 15 sheets shall be folded. Plans over 15 sheets may be submitted rolled. Submittal fees are due at intake.

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.

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, + Fire Plan Check fee for new structures)	<input type="checkbox"/>
<input type="checkbox"/> Development Review Billing form (Form D)	<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 (6 copies):

Minimum 8 1/2" X 11" size paper at a scale of 20' equals 1") showing the proposed structure in plan view indicating:

Plan Sheet Number	Applicant	Staff
_____	<input type="checkbox"/> North arrow.....	<input type="checkbox"/>
_____	<input type="checkbox"/> Bar scale	<input type="checkbox"/>
_____	<input type="checkbox"/> Legal description and parcel number(s)	<input type="checkbox"/>
_____	<input type="checkbox"/> Property lines.....	<input type="checkbox"/>

Site Plan (continued):

Plan Sheet Number	Applicant	Staff
_____	<input type="checkbox"/> Title block indicating name, address, phone number of applicant and owner, and property (site) address (contact Development Services for address verification or applications for new addresses prior to intake appointment)	<input type="checkbox"/>
_____	<input type="checkbox"/> All present improvements on property	<input type="checkbox"/>
_____	<input type="checkbox"/> Distances from the proposed structure to property lines and other buildings on the site	<input type="checkbox"/>
_____	<input type="checkbox"/> Existing and proposed streets surrounding the property	<input type="checkbox"/>
For new structures also include:		
_____	<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"/> 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"/> Location of existing and/or proposed easements	<input type="checkbox"/>

Construction Plans (6 copies):

Plan sheet Number	Applicant	Staff
_____	<input type="checkbox"/> Structure Elevations	<input type="checkbox"/>
_____	<input type="checkbox"/> Structure Size	<input type="checkbox"/>
_____	<input type="checkbox"/> Antenna connection to pole or structure details (design from P.E. if over 400 lbs)	<input type="checkbox"/>
_____	<input type="checkbox"/> Location of all permanently installed equipment such as cabinets, poles, etc.	<input type="checkbox"/>
_____	<input type="checkbox"/> Slab details and hold downs if equipment weighs over 400 lbs. (equipment weighing over 400 lbs requires design from licensed P.E.)	<input type="checkbox"/>
_____	<input type="checkbox"/> Dimension and locations of cabinet(s)	<input type="checkbox"/>
_____	<input type="checkbox"/> Weight of equipment	<input type="checkbox"/>

Additional items required:

Applicant	Staff
<input type="checkbox"/> Two (2) copies of Structural calculations for equipment, poles, or antennas weighing over 400 lbs	<input type="checkbox"/>

Square footage of Wireless Communication Facilities Building (if applicable): _____

Wireless Communication Facilities Antenna(e)/Equipment Enclosure Valuation: \$ _____