



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.

PORTABLE STRUCTURES 7

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. Acceptance of an application deems the application complete.

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 item(s) initialed as not required.*

Six (6) complete plan sets are required, and **Seven (7)** site plans.

If subject to SEPA review, see SEPA intake checklist for additional requirements.

Submittal plan sets, when less than 15 sheets, shall be folded. Plan sets over 15 sheets may be submitted rolled. Submittal fees are due at intake.

Development Services permit application requirements 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 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 fee.....	<input type="checkbox"/>
<input type="checkbox"/> Development Review Billing form D	<input type="checkbox"/>
<input type="checkbox"/> Evidence of adequate water and sewer availability (Water and Sewer Certificate of availability). 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	<input type="checkbox"/>
<input type="checkbox"/> Letter from water purveyor indicating available fire flow meets Fire Department requirements (Water and Sewer Certificate of Availability, see above listed procedure)	<input type="checkbox"/>
<input type="checkbox"/> An application for a concurrency encumbrance letter (BMC 17.03.014) unless the permit is specifically exempted by BMC 17.03.003. (Ord. 1691 § 1, 1997; Ord. 1628 § 1, 1996). If a concurrency encumbrance letter has been issued, submit the letter in lieu of concurrency application	<input type="checkbox"/>

Additional submittal requirements:

Site plan (7 copies):

Plan sheet Number	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"/>
		Seven (7) Overall Site Plans (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"/>	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, ponds, ditches, etc.);	<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"/>	If proposing connection, 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"/>

Building Plans:

_____	<input type="checkbox"/>	Building Elevations	<input type="checkbox"/>
_____	<input type="checkbox"/>	Floor Plan of each floor and basement indicating:	<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"/>	If school site, aggregate total building area of permanent buildings	<input type="checkbox"/>
_____	<input type="checkbox"/>	If school site, aggregate total square footage of existing and proposed portables	<input type="checkbox"/>

Plan sheet Number	Applicant	Staff
_____	<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"/> Foundation and tie-down system designed by a licensed P.E	<input type="checkbox"/>
_____	<input type="checkbox"/> Floor and wall assemblies, if 1-hour rated construction is required	<input type="checkbox"/>
_____	<input type="checkbox"/> Building-Section showing details of footings through roof	<input type="checkbox"/>
_____	<input type="checkbox"/> Stairways and handrails (if multi-level)	<input type="checkbox"/>
_____	<input type="checkbox"/> Guardrail and rails	<input type="checkbox"/>
_____	<input type="checkbox"/> Listed design rated ceiling & wall assemblies, if 1-hour construction is required (not required for single family)	<input type="checkbox"/>

Plumbing and Mechanical:

- _____ Note: Plumbing and mechanical permits **will not** be issued prior to issuance of the building permit.
- _____ If plumbing and mechanical drawings **are shown in detail** on the submitted building plans and a plumbing and/or mechanical application is included 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.
- _____ If plumbing and mechanical drawings **are not shown in detail**, only the building portion will be reviewed. Separate plumbing and mechanical permit applications and complete plans are required. **These applications will not be reviewed concurrently with the building permit application, and are subject to the standard plan review time.**

Landscape Plans: For all new construction and additions that increase existing gross floor area by more than 20%, provide detailed landscape plans that include the following:

- _____ 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.
- _____ Tree Retention Plan consistent with BMC 12.18.030 (may be included on Landscape Plan above)
- _____ Existing Parking Stalls.....
- _____ Proposed Parking Stalls (if required)
- _____ Disabled person/accessible parking stalls
- _____ Existing landscape areas, plants, location and sizes

Civil Plans:

Plan sheet Number	Applicant		Staff
_____	<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 (TESCP)	<input type="checkbox"/>
_____	<input type="checkbox"/>	Grading Plan (See Grading Checklist)	<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 Public Works Director (based on site topography)	<input type="checkbox"/>
_____	<input type="checkbox"/>	If plumbed to potable water, Storm Drainage/Detention Plan/Profile (Drainage & Street Plans may be combined together)	<input type="checkbox"/>
_____	<input type="checkbox"/>	If plumbed to potable water, 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, if applicable	<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 notes	<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 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"/>

Two of the following items (file, bld):

- Structural Calculations for support and tie down system

Three 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 Section 2.3.1 of the King County Surface Water Design Manual (KCSWDM).
- Soils Report from a Licensed Geo-technical Engineer which specifies type of tie down to be used in site soils

One 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.
- METRO form if in King County
- Grading and/or ROW permit applications, checklists and all required items
- 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:

Applicant

Staff

- 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, 2-eng)
- Five (5)** copies of Soils Report from a licensed Geo-Technical Engineer if geological hazard areas or steep slopes are present on area to be altered (file, 2-pln, 2-eng)
- 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.

Commercial Project:

Type of construction I II III IV V A B HT Occupancy _____

Building Information is provided to assist in planning your project.

- Fire review** All structures must conform to fire detection/sprinkler requirements prior to final inspections and occupancy per Chapter 15.10 BMC. All fire protection systems shall be submitted to the Fire Department.
- Food & Beverage Handlers** County health departments will require review of all food establishments.
- Plan review expiration** One year from the date of application. The Building Official may extend the time limitation for an additional 180 days upon written request by the applicant prior to the one year expiration. BMC20.02.120
- Permit issuance** All permits are issued contingent upon the Fire Department review comments which must remain attached to the approved plans.
- Permit expiration** Two years from the date of permit issuance. BMC20.02.130
- Building inspections** All permitted structures require an inspection. It is the contractor's responsibility to call for all inspections required. Required inspections are listed on the building permit. All permits, plans and correction notices are to be on the job site at all times. Any re-inspection fees due are required to be paid at the permit counter in the City Hall Building, 18415 101st Ave NE, prior to scheduling any further inspections.
- Fire inspections** Approval to cover shall not be authorized until plans have been reviewed and approved and installation of the system is inspected and approved by the Bothell Fire Department, (425) 806-6242.
- Final occupancy** All conditions of the project must be complete prior to issuance of Final Certificate of Occupancy.
- Questions** Permit Technicians can assist you with questions regarding submittal requirements or the plan review process, (425) 806-6400.

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.