



City of Bothell

<h2 style="margin: 0;">RETAINING WALLS</h2> <p style="margin: 0;">Submit your application online at <a href="http://www.MyBuildingPermit.com">www.MyBuildingPermit.com</a>.          Online application submittal is required, select Building&gt;select Type of Use&gt;New          Construction&gt;Miscellaneous Structure</p>	20
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This intake checklist identifies minimum application elements necessary for the Department of Community Development to accept the application. Should any of the following minimum items not be provided, the application will not be accepted on MyBuildingPermit.com. Applications found to contain material errors shall not be deemed complete until such material errors are corrected.

Retaining walls over four feet or supporting a surcharge require a permit. Submittal fees are due at intake.

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 property and/or legal description of the site for all applications, as required by the applicable development regulations.	<input type="checkbox"/>
<input type="checkbox"/> Submittal fees (building plan check fee + engineering wall review fee + 5% tech fee) .....	<input type="checkbox"/>
<input type="checkbox"/> Development Review Billing form (form D) .....	<input type="checkbox"/>

**Requirements for a complete application:**

**Construction Plan:**

- Construction Plan showing compliance with the building code currently adopted by the state of Washington.
- Design shall be completed and stamped by a licensed S.E. for all walls over 4' - 0" .....

**Overall Site Plan:**

- Overall Site Plan (minimum 8 1/2" by 11" size paper at a scale of 20' equals 1") showing the proposed structure in plan view indicating the following:
- North arrow .....
- Existing and proposed streets surrounding the property .....
- Existing and proposed contours (2 foot increments where <15% slope, 5 foot increments where the slope is 15% or greater)
- Property lines .....
- Site acreage .....
- All present improvements on property .....
- Distances from the proposed wall to property lines and other buildings on the site. ....