



City of Bothell

DEVELOPMENT SERVICES

BUILDING • COMMUNITY RISK REDUCTION • ENGINEERING • PLANNING • PERMIT SERVICES • TRANSPORTATION

PERMIT PROCESSING TIME

B

These times always vary with workload fluctuations. Add one to two weeks, or more, additional review time during high permitting volumes. Check review status real-time at: www.MyBuildingPermit.com / [Check Status](#).

Permit Type	Processing time - 1 st Review	Secondary Review(s) (including post-issuance revisions)
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Commercial / Multi-Family

New building construction (New Structure)	5-8 weeks	3 weeks w/SEPA or 2 weeks w/o
New Accessory Structure (WFC Antenna, shed, generator pad, solar panel, etc.)	5-8 weeks	3 weeks w/SEPA or 2 weeks w/o
Minor Tenant Improvement (non-change of use and non-first time tenant improvement)	2-5 weeks	1 week
Major Tenant Improvement - Change of use or first time tenant	3-6 weeks	2 weeks
Re-roof Only: reviewed at counter if Plans Examiner is available, or direct to Plan Reviewer	2-3 days	
Mechanical or Plumbing	2-5 weeks	1 week
Additions	5-8 weeks	3 weeks w/SEPA or 2 weeks w/o
Signs	2-5 weeks	1 week

Single-Family Construction

New Construction	3-6 weeks	2 weeks
Remodel (interior only)	2-5 weeks	1 week
Additions	3-6 weeks	2 weeks
Decks	3-6 weeks	2 weeks
Mechanical or Plumbing	same day	
Re-roof	same day	
Single Family Basic Plan Approval	3-6 weeks	2 weeks
Building Permit from Approved Basic Plan	2-5 weeks	1 week

Additional Building Permits

Rockeries / Retaining walls	5-8 weeks	2 weeks
Detention Facilities	5-8 weeks	2 weeks

Fire Permits..... 1-2 weeks

Revisions - Review time is the same as an Additional Review

PERMIT PROCESSING TIME

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Permit Type	Processing time - 1st Review	Secondary Review(s) <small>(including post-issuance revisions)</small>
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Manufactured Home

Manufactured Home Installation Permit	2-5 weeks	1 week
Title Elimination form signature- If no mobile home foundation permit is on file—inspection is required.		
If setup passes inspection, Title Elimination may be signed off	1-2 days	
If inspection fails, Manufactured Home Installation Permit is required for corrections	1-2 weeks	

Demolition (demolish a building): over the counter, or 1-2 week review if greater than 50 yrs old/historic

Additional Applications

Certificate of Water/Sewer and/or Fire Flow Availability	1-2 weeks	
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Site Modifications and Civil

Critical Area Alteration.....	5-8 weeks	3 weeks
Grading	5-8 weeks	2 weeks
Land Clearing.....	5-8 weeks	2 weeks
Right-of-way (development)	5-8 weeks	2 weeks
Utility	5-8 weeks	2 weeks

Land Use

Wireless Communication Facility.....	5-8 weeks	3 weeks
Site Plan Review	5-8 weeks	3 weeks
SEPA.....	5-8 weeks	3 weeks
Conditional Use.....	5-8 weeks	3 weeks
Reasonable Use.....	5-8 weeks	3 weeks
Shoreline	5-8 weeks	3 weeks
Variance	5-8 weeks	3 weeks
Boundary Line Adjustment	5-8 weeks	2 weeks
 Preliminary or Final Plat	 5-8 weeks	 3 weeks
Preliminary or Final Short Plat.....	5-8 weeks	2 weeks