



City of Bothell™

# DEVELOPMENT SERVICES

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

## REGISTERED BASIC PLAN SUBMITTAL CHECKLIST

3d

Online application submittal is required through [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com),  
select Building > Single Family Residential > Establish a Registered Basic

A registered basic plan is to establish a pre-approved building plan set, which will later be submitted for site specific building permits at multiple site locations. This submittal checklist identifies items necessary for the City of Bothell to accept the application for a registered basic plan.

Applicant

Staff

- The applicable fees (plan check fee based on all options + energy review fee).....
- WA State Energy Code Compliance information:
- Are required to be included/shown on construction plans.
- Prescriptive Energy Code Compliance Worksheet, including credit descriptive sheets
- Heating System Size Worksheet
- Window Skylight and Door Schedule Worksheet
- Structural calculations (must meet current code and standards) .....
- Authorization from the Engineer of Record that the engineering may be used multiple times .....
- Proof of ownership or authorization from the designer or architect that the architectural drawings may be used multiple times
- A completed plumbing and mechanical schedule (see page 2 of this checklist) .....

### Construction Plan - shall be drawn to scale, 1/8 inch = one foot minimum, and shall include the following:

Plan sheet

Number Applicant

Staff

- Building Elevations .....
- Floor Plan of each floor and basement indicating .....
- Proposed uses in the building with floor areas calculated for each use .....
- Beam, header, girders, columns, and post sizes .....
- Location of all permanently installed equipment such as plumbing fixtures, water heaters, furnaces, and appliances;
- Direction, size, and spacing of all floor and ceiling framing members.....
- Floor and wall assemblies .....
- Stairways, handrails and guards .....

### Square footage breakdown for this project:

Living area - Floor 1: \_\_\_\_\_

Deck \_\_\_\_\_

Floor 2: \_\_\_\_\_

Porch \_\_\_\_\_

Finished Basement \_\_\_\_\_

No. of Stories \_\_\_\_\_

Unfinished Basement \_\_\_\_\_

No. of Bedrooms \_\_\_\_\_

Garage \_\_\_\_\_

Building Height \_\_\_\_\_

Carport \_\_\_\_\_

Project valuation (cost estimate of labor and materials): \$ \_\_\_\_\_

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Residential Mechanical - Alterations/Additions/Replacements	# Units	Residential Plumbing - Alterations/Additions/Replacements	# Units
Base permit fee		Base permit fee	
Gas piping (per outlet)		Backflow preventers & vacuum breakers (per fixture)	
Hydronic piping (per outlet)		Kitchen sinks (per fixture)	
Gas water heaters (per fixture)		Dishwashers (per fixture)	
Solid fuel burning appliances - wood/pellet stoves/inserts (per fixture)		Electric water heaters (per fixture)	
Gas log inserts (per fixture)		Clothes washers (per fixture)	
Heating equipment - including ductwork (per fixture)		Lavatories/bathroom sinks (per fixture)	
Vent/exhaust fans (per fixture)		Water closets/toilets (per fixture)	
Ventilation systems - not part of heating or A/C systems (per fixture)		Bathtubs (per fixture)	
Ductwork system remodels (per zone)		Showers/valve replacements (per fixture)	
Compressors, air conditioners, & heat pumps (per fixture)		Floor drains (per fixture)	
Other (per item)		Water softeners (per fixture)	
		Sewage ejectors (per fixture)	
		Laundry trays & utility sinks (per fixture)	
		Bar sinks (per fixture)	
		Urinals (per fixture)	
		Backwater valves (per fixture)	
		Repair/replacement of water piping (per fixture)	
		Water line (meter to house)	
		Other (per item)	