



# DEVELOPMENT SERVICES

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

## SINGLE FAMILY BUILDING PERMIT FOR ACCESSORY DWELLING UNIT

3f

Online application submittal is required through [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com), select Building > Single Family Residential > Activity Type > Accessory Dwelling Unit

A Permit Technician will confirm items are 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 permit submittal to have the items verified as not required.

### SUBMITTAL FEES (ADDITIONAL FEES ARE DUE AT PERMIT ISSUANCE, INCLUDING IMPACT FEES) (2021 FEES LISTED):

- Plan check fee based on project valuation
- ADU Planning Review fee \$762
- 5% Technology Fee

### ADDITIONAL FEES WHICH ARE PAID AT PERMIT ISSUANCE:

- Impact fees associated with a new dwelling unit include Traffic Impact Fee, Fire Impact Fee and Park Impact fee ([see form X](#)).
- Permit Fee, Plumbing, Mechanical and State Fee.
- For new detached ADU's plumbing and mechanical permit fee are 8% of the building permit fee each (total of 16%)
- Stormwater Facility Charge if adding additional square footage
- Residential Site Review and Inspection fee \$617, if constructing an addition or new building
- 5% Technology Fee on all fees other than state fee, impact fees or facility charges.

### Submittal requirements:

Applicant

Staff

- Copy of the Assigned Address letter from City of Bothell GIS department (see form 54, Application for Assignment of Address)
- If adding plumbing fixtures and the water service provider is the city of Bothell, submit completed Water Meter Sizing Form 61b
- Energy code forms are available on the City of Bothell Permit Applications & Forms page.
- Additions or Remodels:** WA State Energy Code Compliance form - Remodel Worksheet (alterations which do not increase conditioned area may be exempt)
- New Detached ADU:** 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 (Glazing Schedule)
- A document recorded with King County or Snohomish County which runs with the land and will notify any prospective purchasers of the limitations of this section and identifies the address of the property, states that the owner(s) resides in either the principal dwelling unit or the accessory dwelling unit, and provides for the removal of the accessory dwelling unit if any of the requirements of this chapter are violated. Form is attached at the end of this submittal checklist.
- The application shall include an affidavit signed by the property owner agreeing to all the general requirements outlined in Bothell Municipal Code section 12.14.135.B
- King County Health or Snohomish Health District approval if on septic and adding square footage or bedrooms

Additional requirements for projects adding new square footage or converting unheated space to living area:

- Structural calculations (required for any structural modifications not prescriptively designed)
  - Water and Sewer availability certificate (obtained from the service provider) .....
  - Letter indicating Fire Flow availability from water service provider .....
- If the City of Bothell is the provider, submit application for Water Sewer Availability (WSA, form 36) prior to submitting this application. Processing time is up to two weeks for a WSA. If the provider is Alderwood, Northshore or Woodinville, please contact the provider for information regarding receiving certification for fire flow availability.

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**Site Plan: no larger than 24" x 36", drawn to scale, indicating:**

- 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);
- Legal description (Subdivision/Lot #) and assessor's parcel number .....
- Drawing scale .....
- Property lines and streets surrounding the property.....
- All present improvements (buildings, driveways and walkways, etc.) on property.....
- Required off-street parking spaces for the primary residence and at least one additional for the ADU.....
- Existing and proposed contours (2 foot increments where <15% slope, 5 foot increments where the slope is 15% or greater)
- Location of existing and/or proposed easements .....

**Additional requirements for projects adding new square footage:**

- Show the location of the proposed footing drain and roof drain. Required for a new single-family structure 
  - The footing drain must conform to the current City of Bothell "Footing Drain Detail".
  - The footing and roof drains must run separately until the point of connection to the storm disposal system.
  - A cleanout is required at the point of connection.
- Show the proposed location and method of disposal of the footing and roof drain discharge: 
  - The footing and roof drains may connect to:
    - 1) An existing drain system if one exists (to be verified before permit issuance),
    - 2) To an available storm catch basin or other city maintained storm facility if one is available (will require a right-of-way permit),
      - a. Otherwise, the drain discharge must be connected to an on-site dispersal system designed and engineered by a licensed professional geotechnical engineer. Plans stamped by the engineer are to be submitted for approval.
- Existing and proposed on-site sewer, water, and storm drain lines .....
- Distances from existing and proposed structures to property lines and other buildings on the site .....
- Elevation of main finish floor .....
- 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.)
- If present, any surface waters within 200 feet of property .....
- Total lot square footage .....
- Total structure square footage.....
- Building footprint square footage of existing building, proposed addition/alteration, and all other structures on site
- Hard surface square footage (existing and proposed) including impervious surface area, permeable pavement or vegetated roof, determined by extending a vertical projection to the ground from the widest points of any hard surface.

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**Building plans - maximum 24" x 36"**

- **construction plans are to be drawn to 1/8 inch = one foot scale, minimum**

Applicant

Staff

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Construction plans shall identify current state adopted codes code design   | <input type="checkbox"/> |
| <input type="checkbox"/> Floor Plan of each floor, indicating existing and proposed layout   | <input type="checkbox"/> |
| <input type="checkbox"/> Room functions labeled for each area/room   | <input type="checkbox"/> |
| <input type="checkbox"/> Indicate ceiling height in habitable room areas   | <input type="checkbox"/> |
| <input type="checkbox"/> Entry and exiting locations   | <input type="checkbox"/> |
| <input type="checkbox"/> Location of all plumbing and mechanical equipment such as plumbing fixtures, water heaters, furnaces, and appliances etc., indicating             | <input type="checkbox"/> |
| <input type="checkbox"/> Smoke alarm and carbon monoxide alarm locations   | <input type="checkbox"/> |
| <input type="checkbox"/> Window locations. Indication sill height, and height/width of openable area on egress window(s)<br>Stairways, handrails and guardrails (proposed) | <input type="checkbox"/> |
| • Additional plan requirements for projects adding new square footage:   |                          |
| <input type="checkbox"/> Building Elevations   | <input type="checkbox"/> |
| <input type="checkbox"/> Roof framing plan   | <input type="checkbox"/> |
| <input type="checkbox"/> Framing plan for each floor   | <input type="checkbox"/> |
| <input type="checkbox"/> Floor and wall building sections  | <input type="checkbox"/> |
| <input type="checkbox"/> Architectural detail sheets   | <input type="checkbox"/> |
| <input type="checkbox"/> Beam, header, girders, columns, and post size/material  | <input type="checkbox"/> |
| <input type="checkbox"/> Stairways, handrail, and guardrail details  | <input type="checkbox"/> |
| <input type="checkbox"/> Structural detail sheets  | <input type="checkbox"/> |
| <input type="checkbox"/> Foundation/under floor plan   | <input type="checkbox"/> |

Per BMC 12.14.135:

A. Accessory dwelling units are an accessory use to a primary dwelling unit and may be an additional room, set of rooms, or a separate structure all of which are a secondary use to the primary use of a property as a single-family dwelling.

B. Accessory dwelling units are permitted subject to the following requirements:

1. Either the primary dwelling unit or the accessory dwelling unit shall be occupied by an owner of the property or by an immediate family member of the property owner. The owner or immediate family member of the owner must occupy one of the dwelling units on the property for more than six months of each calendar year.

2. The total number of occupants in both the primary residence and accessory dwelling unit combined may not exceed the maximum number of occupants allowed in a household per BMC [12.06.140\(B\)\(9\)](#).

3. Wherever practicable, a house shall have only one entrance on the front, with additional entrances permitted on the side and rear. On corner lots, it is permissible to locate the entry door to the accessory dwelling unit on a street side of the structure other than the street side with the entry door for the principal dwelling unit. The entrance to an attached accessory dwelling unit may be on the front of the house only if (a) it is located in such a manner as to be clearly secondary to the main entrance to the principal dwelling unit; (b) it is screened from the street; and (c) it shall not detract from or alter the single-family character of the principal dwelling unit.

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4. At least one additional paved off-street parking stall shall be provided in addition to any parking required for the primary dwelling unit; such parking shall consist of a driveway, carport, garage, or a combination thereof, located on the lot they are intended to serve.

- In residential developments, tandem parking is only allowed when the tandem spaces are assigned to the same dwelling unit. (see BMC 12.16.080.D)

5. The size of an accessory dwelling unit shall be limited as follows:

a. The floor area devoted to an accessory dwelling unit shall comprise no more than two-thirds of the primary dwelling unit, or 40 percent of the total floor area of the primary dwelling unit and the accessory dwelling unit combined, excluding any garage area; or 800 square feet, whichever is less. If the accessory unit is completely located on a single floor, the director may allow increased size in order to efficiently use all floor area.

b. Detached accessory dwelling units are exempt from the provisions of BMC [12.14.130](#) that limit the size of accessory buildings to five percent of the lot area.

6. Detached accessory dwelling units shall have a height no greater than 25 feet or no greater than 28 feet for units over an existing accessory structure.

7. A single-family lot shall contain no more than one accessory dwelling unit.

8. The property owner shall apply for an accessory dwelling unit permit and pay any applicable application fee as set by the city. The application shall include an affidavit signed by the property owner agreeing to all the general requirements outlined in this section.

9. Approval of the accessory dwelling unit shall be subject to the applicant recording a document with King County or Snohomish County, which document (a) runs with the land and identifies the address of the property, (b) states that the owner(s) resides in either the principal dwelling unit or the accessory dwelling unit, (c) includes a statement that the owner(s) will notify any prospective purchasers of the limitations of this section, and (d) provides for the removal of the accessory dwelling unit if any of the requirements of this chapter are violated.

10. For existing accessory dwelling units that were created without an approved application, the property owner must still apply to the city for approval. If an accessory dwelling unit was created without a building permit that was finalized, the city shall require a building inspection to determine whether the structure is sound, will not pose a hazard to people or property, and meets the requirements of this section and BMC Title [20](#). The accessory dwelling unit application fee will cover the building inspection of the accessory dwelling unit.

11. Two-story, detached accessory dwelling units shall be designed to protect the privacy of adjacent residential uses by employing all of the following techniques, as applicable:

a. For any walls that are less than 10 feet from the property line, second-level openings facing adjacent residential uses where sill heights are less than six feet above the second-level floor must use nontransparent windows or glass block.

b. Second-level decks less than 10 feet from the property line must be oriented away from adjacent residential uses or provide a minimum six-foot-tall, sight-obscuring screen facing the adjacent residential use. Entry stoops and landings are exempt from this requirement.

c. Where any walls that are 10 feet or more from the property line have second-level openings or decks facing adjacent residential properties, vegetative screening that will be sight-obscuring at maturity must already exist or be planted to screen the opening or deck from the adjacent residential use

12.14.070.B: Detached accessory dwelling units shall maintain the same rear yard setback as primary structures, except for those accessory dwelling units located on an alley, in which case the setbacks for structures adjoining alleys in BMC [12.14.060](#) shall apply. (see BMC 12.14.070.B)

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

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**Square footage breakdown for addition:**

Living area \_\_\_\_\_ Deck \_\_\_\_\_ Garage \_\_\_\_\_ Carport \_\_\_\_\_ Basement \_\_\_\_\_ Unfinished Basement \_\_\_\_\_

Project valuation (market cost of materials and labor for entire project):

\$ \_\_\_\_\_

Interior only work valuation (separated market cost of work that is remodeling the interior of existing area and not work adding new square footage):

\$ \_\_\_\_\_

Residential Mechanical - Alterations/Additions/Replacements		# Units	Residential Plumbing - Alterations/Additions/Replacements		# Units
Base permit fee	59.00		Base permit fee	59.00	
Gas piping (per outlet)	13.00		Backflow preventers & vacuum breakers (per fixture)	18.00	
Hydronic piping (per outlet)	13.00		Kitchen sinks (per fixture)	18.00	
Gas water heaters (per fixture)	23.00		Dishwashers (per fixture)	18.00	
Solid fuel burning appliances - wood/pellet stoves/inserts (per fixture)	34.00		Electric water heaters (per fixture)	18.00	
Gas log inserts (per fixture)	23.00		Clothes washers (per fixture)	18.00	
Heating equipment - including ductwork (per fixture)	34.00		Lavatories/bathroom sinks (per fixture)	18.00	
Vent/exhaust fans (per fixture)	23.00		Water closets/toilets (per fixture)	18.00	
Ventilation systems - not part of heating or A/C systems (per fixture)	23.00		Bathtubs (per fixture)	18.00	
Ductwork system remodels (per zone)	23.00		Showers/valve replacements (per fixture)	18.00	
Compressors, air conditioners, & heat pumps (per fixture)	34.00		Floor drains (per fixture)	18.00	
Other (per item)	23.00		Water softeners (per fixture)	18.00	
			Sewage ejectors (per fixture)	18.00	
			Laundry trays & utility sinks (per fixture)	18.00	
			Bar sinks (per fixture)	18.00	
			Urinals (per fixture)	18.00	
			Backwater valves (per fixture)	18.00	
			Repair/replacement of water piping (per fixture)	28.00	
			Water line (meter to house)	54.00	
			Other (per item)	18.00	

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**Declaration of Owner Occupancy**  
**Affidavit in Support of Accessory Dwelling Unit Application**

I/we, \_\_\_\_\_, currently own the property located at \_\_\_\_\_, Bothell, Washington. I/we are applying to the City of Bothell seeking approval for an accessory dwelling unit on this property.

I/we understand that in order to maintain an accessory dwelling unit on the property, the property owner or a member of the property owners' immediate family must reside in either the principal dwelling unit or the accessory dwelling unit ("owner-occupancy provision").

I/we have read Section 12.14.135 of the Bothell Municipal Code, and I/we agree to abide by all the requirements outlined in that section, including the owner-occupancy provision, and with all other general requirements for Accessory Dwelling Units specified in the Bothell Municipal Code.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the above statements are true and complete to the best of my knowledge. I understand that the City of Bothell is relying on these statements to make its decision. *Note: If more than one owner, each owner must sign this affidavit.*

Signature of Property Owner (Full Name)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner (Full Name)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Property Owner(s) Address, if different from the subject property:

\_\_\_\_\_

**Return to:**  
City of Bothell  
Community Development Department  
18415 101<sup>st</sup> Ave NE  
Bothell, Washington 98011

**Covenant and Affidavit in Support of Accessory Dwelling Unit**

Property Address: \_\_\_\_\_, Bothell, WA

Assessor's Parcel Number: \_\_\_\_\_

Accessory Dwelling Unit Permit Number: \_\_\_\_\_

The undersigned owner(s) of real property provide this Covenant and Affidavit for Owner Occupancy in favor of the City of Bothell as required for the issuance of a permit approving construction and/or use of an accessory dwelling unit on the property described above.

I/we, \_\_\_\_\_, am/are over the age of 21 years, and make the statements herein based on my/our actual knowledge.

1. I own the above-listed property and have applied for approval of an accessory dwelling unit on the subject property.
2. The property owner or an immediate family member of the owner must reside in either the primary dwelling or the accessory dwelling unit for more than six (6) months of the year. If this requirement is not met, the accessory dwelling unit will lose its permitted status.
3. The City may require the removal of the accessory dwelling unit if any of the requirements for the accessory dwelling unit are violated. In particular, if at any time the provisions of the owner/immediate family member-occupancy requirement are not met, the property owner(s) will be required to remove all improvements that were constructed or added to create the ADU and will restore the property to a single-family dwelling unit.
4. I and/or someone in my immediate family will make my/their legal residence in the principal dwelling or the accessory dwelling unit and will actually reside in such dwelling for more than six (6) months of the year.
5. I will record this document with King County or Snohomish County, as applicable, and will subsequently notify the appropriate count if the accessory dwelling unit is removed from this property.
6. In addition to recording this document on the property, I will notify any prospective purchasers of the limitations of the City of Bothell's accessory dwelling unit regulations, in particular the owner/immediate family member-occupancy requirement.

This covenant shall be construed as running with the land and shall be binding on all future owners, occupants, and lessors of the premises.

I declare under penalty of perjury that the foregoing is true and correct.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

STATE OF WASHINGTON )  
COUNTY OF \_\_\_\_\_)

I certify that \_\_\_\_\_ signed this instrument and acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC in and for the State of Washington,

residing at \_\_\_\_\_

My Commission expires \_\_\_\_\_

STATE OF WASHINGTON )  
COUNTY OF \_\_\_\_\_)

I certify that \_\_\_\_\_ signed this instrument and acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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