



SINGLE FAMILY BUILDING PERMIT FOR ADDITIONS/ALTERATIONS

3b

Online application submittal is required through www.MyBuildingPermit.com, select Building > Single Family Residential > select Activity Type

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.

Applicant: A Permit Coordinator will use this checklist to confirm required items are included in the submittal package.

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.

Development Services permit application 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:

- | 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"/> The submittal fee (plan check fee + 5% tech fee) is due at submittal, additional fees are due at issuance of permit. | <input type="checkbox"/> |
| <input type="checkbox"/> Fire Flow Availability letter from water purveyor indicating available fire flow <ul style="list-style-type: none"> • If required fire flow is NOT available then fire sprinklers may be required. | <input type="checkbox"/> |
| <input type="checkbox"/> If increasing the floor area of the building by more than 60%, evidence of adequate water and sewer availability (Water and Sewer Certificate of Availability) is required. 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"/> If applying for an addition or alteration that includes adding plumbing fixtures and the water service provider is the city of Bothell, submit completed Water Meter Sizing Form 61b | <input type="checkbox"/> |
| <input type="checkbox"/> Structural calculations (calculations required for story additions) | <input type="checkbox"/> |
| <input type="checkbox"/> WA State Energy Code Compliance form (alterations which do not increase conditioned area may be exempt) | <input type="checkbox"/> |
| <input type="checkbox"/> Soils Report, pursuant to 14.04.210 required if Environmentally Sensitive Area is present on area to be altered. | <input type="checkbox"/> |
| <input type="checkbox"/> King County Health or Snohomish Health District approval if on septic and the application is for an addition or adds any bedrooms. | <input type="checkbox"/> |
| <input type="checkbox"/> Puget Sound Clean Air Agency Notice of Intent form for asbestos removal if applicable (see https://secure.pscleanair.org/asbestos/). | <input type="checkbox"/> |

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3b

Additional submittal requirements:

Site Plan (site plan not required for interior only single family remodels):

Applicant

Staff

- | | |
|---|--------------------------|
| <input type="checkbox"/> 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"/> |
| <input type="checkbox"/> 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); | <input type="checkbox"/> |
| <input type="checkbox"/> Legal description (Subdivision/Lot #) and assessors parcel number | <input type="checkbox"/> |
| <input type="checkbox"/> North arrow | <input type="checkbox"/> |
| <input type="checkbox"/> Drawing scale | <input type="checkbox"/> |
| <input type="checkbox"/> Property lines..... | <input type="checkbox"/> |
| <input type="checkbox"/> All present improvements on property..... | <input type="checkbox"/> |
| <input type="checkbox"/> Existing and proposed streets surrounding 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"/> Indicate building coverage calculation per BMC 12.14.140(A) . Note this includes portion of lot covered by the principal building and any accessory buildings, including all projections except eaves. Uncovered decks are exempt from this total. | <input type="checkbox"/> |
| <input type="checkbox"/> Indicate hard surface calculation per BMC 12.14.140(B) . Note this includes, but is not limited to, roof tops, walkways, patios, decks, gravel-covered areas. See impervious surface definition in BMC 11.02.010 "1" . | <input type="checkbox"/> |
| <input type="checkbox"/> Existing and proposed on-site sewer, water, and storm drain lines | <input type="checkbox"/> |

NOTE:

Footing and roof drains are required for any new single-family structure, any additions to or alterations of existing single-family structures that change the building footprint, and any detached accessory buildings (single-story with more than 120 square feet of floor area) associated with a single-family dwelling.

- | | |
|--|--------------------------|
| <input type="checkbox"/> Show the location of the proposed footing drain and roof drain; | <input type="checkbox"/> |
|--|--------------------------|

NOTES:

1. The footing drain must conform to the current City of Bothell "Footing Drain Detail" (#497).
2. The footing and roof drains must run separately until the point of connection to the storm disposal system.
3. A cleanout is required at the point of connection.

- | | |
|---|--------------------------|
| <input type="checkbox"/> Show the proposed location and method of disposal of the footing and roof drain discharge; | <input type="checkbox"/> |
|---|--------------------------|

* If work in the right-of-way is required to connect to storm a separate right-of-way permit is required.

NOTES:

- 1) The footing and roof drains may connect to:
 - a) An existing drain system if one exists (to be verified before permit issuance),
 - b) To an available storm catch basin or other city maintained storm facility if one is available,
 - c) Otherwise, the drain discharge must be conducted to an on-site dispersal system designed and engineered by a licensed professional geotechnical engineer.

If stormwater dispersion method is designed by an engineer, plans stamped by the engineer are to be submitted for approval.

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3b

Site Plan - continued

- | Applicant | Staff |
|---|--------------------------|
| <input type="checkbox"/> Distances from the proposed structures to property lines and other buildings on the site..... | <input type="checkbox"/> |
| <input type="checkbox"/> Elevation of main finish floor _____ | <input type="checkbox"/> |
| <input type="checkbox"/> 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.) | <input type="checkbox"/> |
| <input type="checkbox"/> If present, any surface waters within 200 feet of property | <input type="checkbox"/> |
| <input type="checkbox"/> Square footage of site _____ | <input type="checkbox"/> |
| <input type="checkbox"/> Building footprint square footage of existing building, proposed addition/alteration, and all other structures on site | <input type="checkbox"/> |

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

- | Applicant | Staff |
|---|--------------------------|
| <input type="checkbox"/> Building Elevations (applications for additions only) | <input type="checkbox"/> |
| <input type="checkbox"/> Foundation/under floor plan (for additions)..... | <input type="checkbox"/> |
| <input type="checkbox"/> Proposed uses in the building with floor areas calculated for each use | <input type="checkbox"/> |
| <input type="checkbox"/> Beam, header, girders, columns, and post sizes/material..... | <input type="checkbox"/> |
| <input type="checkbox"/> Location of newly 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"/> Floor and wall assemblies | <input type="checkbox"/> |
| <input type="checkbox"/> Building-Section showing details of footings through roof..... | <input type="checkbox"/> |
| <input type="checkbox"/> Stairways and handrails details (proposed)..... | <input type="checkbox"/> |
| <input type="checkbox"/> Structural detail sheets if applicable | <input type="checkbox"/> |
| <input type="checkbox"/> Guardrail details (proposed) | <input type="checkbox"/> |

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3b

For projects including plumbing work, the plumbing contractor information must be listed in addition to the general contractor.

| Residential Mechanical - Alterations/Additions/Replacements | # Units | Residential Plumbing - Alterations/Additions/Replacements | # Units |
|--|---------|--|---------|
| 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 (describe) | | 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 | |
| | | Water line (meter to house) | |
| | | Other (describe) | |