



City of Bothell™

DEVELOPMENT SERVICES

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

SINGLE FAMILY BUILDING PERMIT FOR DECKS

Online application submittal is required through www.MyBuildingPermit.com,
select Building > Single Family Residential > Structure Addition > Deck or Porch

3a

This 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 may not be accepted.

The submittal fees (BLD Plan Review, SF Plan Review (planning) + 5% tech fee) is due at submittal, with additional fees due at issuance of permit.

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.

Requirements for a complete application:

Site Plan:

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"/> Location of existing and/or proposed easements..... | <input type="checkbox"/> |
| <input type="checkbox"/> Existing and proposed on-site sewer, water, and storm drain lines..... | <input type="checkbox"/> |
| <input type="checkbox"/> Distances from the proposed structures to property lines and other buildings on the site..... | <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"/> |

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Site Plan Requirements Continued:

Applicant

Staff

- ☐ Provide maximum hard surface coverage calculation table. [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 "I"](#).

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Indicate square footage of:	Sq Ft
All structure(s) existing and proposed roof area (includes detached carports, sheds) (determined by extending a vertical projection to the ground from the widest points of any hard surface)	
Driveways/access roads, walkways, patios, or other paved areas	
Porch and/or Deck(s) areas or other impervious surface	
Total amount of hard surface coverage	
Total lot square footage	
Percentage of hard surface coverage	

Construction Plan Requirements:

Applicant

Staff

- ☐ Building Elevations
- ☐ Footings, beam, girders, columns and post sizes
- ☐ Direction, size and spacing of all framing members
- ☐ Stairways and handrails (if proposed).....
- ☐ Guardrail and rails
- ☐ If constructing a covered deck or patio, the deck and or covering must be designed and analyzed by a licensed Washington State Engineer. Criteria and calculations from the Engineer are required with prescribed details noted on the plans.
- ☐ SQUARE FOOTAGE OF DECK = _____

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See also www.mybuildingpermit.com/guidelines-and-tip-sheets for handrail, guards and residential deck tip sheets.