

SINGLE FAMILY BUILDING PERMIT FOR ADDITIONS/ALTERATIONS

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

3b

This checklist identifies minimum application elements necessary for the City of Bothell to accept the application.

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.

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"/>	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"/>	For additions: provide 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. • If City of Bothell is the water provider see form 36 - WSA Water/Sewer/Fire Flow Availability 	<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"/>	Fixture Counts form - Plumbing and Mechanical Fixture List	<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) (see Residential Energy Forms on City of Bothell website)	<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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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 for Site Plan, indicating:	<input type="checkbox"/>														
<input type="checkbox"/>	Title block indicating owner name, owner address, and property (site) address (address assignment required prior to application acceptance); Subdivision/Lot #, and site assessor's parcel number	<input type="checkbox"/>														
<input type="checkbox"/>	North arrow, drawing scale. A scale of 1"=10' is typical but others may be acceptable	<input type="checkbox"/>														
<input type="checkbox"/>	Square footage of property, property lines and streets surrounding the property	<input type="checkbox"/>														
<input type="checkbox"/>	Location and square footage of proposed addition/alteration	<input type="checkbox"/>														
<input type="checkbox"/>	Location and square footage of each/all structure(s), existing and proposed	<input type="checkbox"/>														
<input type="checkbox"/>	Location of any fences, rockeries/retaining walls indicating new or existing	<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"/>	Provide maximum hard surface coverage calculation table. Hard surface calculation per BMC 12.14.140(B) .	<input type="checkbox"/>														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Indicate square footage of:</th> <th style="width: 40%;">Sq Ft</th> </tr> </thead> <tbody> <tr> <td>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)</td> <td></td> </tr> <tr> <td>Driveways/access roads, walkways, patios, or other paved areas</td> <td></td> </tr> <tr> <td>Porch and/or Deck(s) areas or other impervious surface</td> <td></td> </tr> <tr> <td>Total amount of hard surface coverage</td> <td></td> </tr> <tr> <td>Total lot square footage</td> <td></td> </tr> <tr> <td>Percentage of hard surface coverage</td> <td></td> </tr> </tbody> </table>	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		
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<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"/>	Existing and proposed contours (2 ft increments where <15% slope, 5 ft increments where the slope is 15% or greater)	<input type="checkbox"/>														
<input type="checkbox"/>	Existing and proposed on-site sewer, water, and storm drain lines	<input type="checkbox"/>														
<input type="checkbox"/>	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. Show the location of the proposed footing drain and roof drain; <ul style="list-style-type: none"> The footing drain must conform to the current City of Bothell "Footing Drain Detail" (#497). 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. 	<input type="checkbox"/>														
<input type="checkbox"/>	Show the proposed location and method of disposal of the footing and roof drain discharge; * If work in the right-of-way is required to connect to storm a separate right-of-way permit is required. 1) The footing and roof drains may connect to: <ol style="list-style-type: none"> An existing drain system if one exists (to be verified before permit issuance), To an available storm catch basin or other city maintained storm facility if one is available, 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.	<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"/>														

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Construction Plans -minimum size 11"x17", drawn to scale, construction plans to be 1/8 inch = one foot, minimum.

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<input type="checkbox"/>	Construction plans shall identify current state adopted codes code design	<input type="checkbox"/>
<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"/>

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

Upload [Mechanical and Plumbing Fixture List form](#) with your application.