



City of Bothell

DEVELOPMENT SERVICES

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

Submit this completed form at City Hall, or use www.MyBuildingPermit.com to submit your application online.

RETAINING WALLS

20

This intake checklist identifies minimum application elements necessary for the Department of Community Development to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Applications found to contain material errors shall not be deemed complete until such material errors are corrected.

Five (5) complete plan sets and one additional site plan (each set consists of the construction plans and a site plan, all drawn to scale, construction plans are to be drawn to 1/8 inch = one foot, minimum). For **non-concrete construction, four (4) complete plan sets** are required.

Retaining walls over four feet or supporting a surcharge require a permit. Plan check fees are due at intake. Permit intake and issuance hours are Monday through Friday, 9:00 am to 4:00 pm.

Development Services permit application requirements 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 completed & signed Permit Application form	<input type="checkbox"/>
<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"/> Submittal fees (building plan check fee + engineering wall review \$403 + 5% tech fee)	<input type="checkbox"/>
<input type="checkbox"/> Development Review Billing form (form D)	<input type="checkbox"/>

Requirements for a complete application:

- Construction Plan** showing compliance with the building code currently adopted by the state of Washington.
- Design shall be completed and wet-sealed by a licensed S.E. for all walls over 4' - 0".....
- Overall Site Plan** (minimum 8 1/2" by 11" size paper at a scale of 20' equals 1") showing the proposed structure in plan view indicating the following:
- North arrow
- Existing and proposed streets surrounding the property
- Existing and proposed contours (2 foot increments where <15% slope, 5 foot increments where the slope is 15% or greater)
- Property lines
- Site acreage
- All present improvements on property
- Distances from the proposed wall to property lines and other buildings on the site.....