



Over the Counter (OTC) Permit Application Process

Types of permits available for the OTC process generally are limited in scope and have minimal site impacts. All OTC permits are **by appointment only**.

An OTC intake appointment can be requested on the City's web site www.sammamish.us. The time for an OTC appointment will not exceed 30 minutes.

Among the permits **not suited** to the OTC process are those **for shoreline properties, sensitive areas, properties with septic systems** and those properties that require geotechnical analysis due to **steep slopes; unstable soils**.

Types of Permits Eligible for OTC process:

- **Addition** permit for residential structures of light wood construction, single story on the ground level that are that are less than 500 square feet.
- **Clear and Grade** permits limited to less than 200 cubic yards of material moved.
- **Demolition** permits for residential structures.
- **Deck** permits, wood frame, non-covered, associated with single family residences in compliance with residential prescriptive deck design.
- **New Single Family Residence** permits that are from an approved Registered Plan and are located in a recorded plat or short plat.
- **Remodel** permits for residential structures for minor non-structural alterations.
- **Shed** associated with single family residences.
- **Sign** permits.

The following permits can be applied for online at www.mybuildingpermit.com or can be submitted without appointment at the permit center:

- **Mechanical** permits for single family residential structures.
- **Plumbing** permits for single family residential structures.
- **Reroof** permits, wood shake, composition or metal only-see re-roof permit checklist.
- **Fire Services** permits
 - Sprinkler Systems
 - Remodel-Relocating, adding or capping 25 or fewer heads
 - Alarm Systems
 - Automated Electronic Signal (AES)
 - Emergency Radio System
 - 10 or fewer devices

OTC permits are received by Permit Technicians in the Permit Center located at the City of Sammamish City Hall, 801 228th Ave SE.

- ✓ **Submittal appointment includes:**
 - ❖ Verification that application meets OTC criteria.
 - ❖ Complete review by Plans Examiner and Planner.
 - ❖ Building permit issuance.
- ✓ **Application forms are available online.**
- ✓ **Fees may be paid by check, visa or master card.**

General OTC Permitting Requirements

- ✓ **OTC Permit Application-Required Documents matrix (circle/highlight applicable project)**
- ✓ **Applicant's OTC Submittal checklist (Check Yes or No for all applicable items. Leave blank those items that do not apply.)**

Electrical Permits

The City of Sammamish does not issue electrical permits. Please contact the State of Washington Department of Labor & Industries at (425) 990-1400.

Application Forms

Application forms are available on the Sammamish website at <http://www.sammamish.us/permits/BuildingPermits.aspx> or at the Permit Center.

Questions?

If you have any questions about OTC permits, contact the Permit Center at 425-295-0531.