



Department of Community Development
801 228th Avenue SE
Sammamish, WA 98075
425-295-0500
www.sammamish.us

Single Family Residential Building Permit Submittal Requirements

This is a guideline to help you understand the requirements for obtaining a residential building permit. The specific rules and regulations that will apply to your application will depend on your parcel. This is provided as a guide for your submittal and will also be used as a basis of review.

NOTE:

A pre-application meeting is required prior to building permit submittal for the following project types:

- Single Family Residences that exceed 5,000 square feet of development and/or right-of-way improvements.
- Single Family Residences on property with environmentally critical areas or critical drainage areas (shoreline, steep slopes, wetlands, etc; see Chapter 21A.50 SMC)
- Non-residential building projects
- Multi-Family projects

If a pre-application meeting is required please fill out a [project guidance form](#) and email to permittech@sammamish.us

Apply online at www.mybuildingpermit.com.

Please contact the Permit Center at 425-295-0531 for more information.

Single Family Building Permit Submittal Application Checklist

This checklist has been designed to provide a brief overview of the City's submittal requirements.

Pre-submittal Requirements

- Approved King County septic system permit (if applicable)
- Certificate of Traffic Concurrency (if applicable)
- Water & Sewer Certificate of Water Availability (if applicable)

Required Forms

- [Affidavit for Single Family Home with Shoreline Jurisdiction](#)
- [Affidavit of Applicant Status](#) (if applicable)
- [Affidavit of Contractor Registration](#) (if applicable)
- [Building Permit Application](#)
- [Critical Area Affidavit](#) (if applicable)
- [Development Assistance Considerations Form](#)
- [Eastside Fire & Rescue Site Plan Review Form](#)

Required Supporting Documents

- Critical Areas Studies
- Geotechnical Design Report
- SEPA Environmental Checklist
- Structural Calculations
- Washington State Energy Code (WSEC) worksheet (including IRC VIAQ)

Plans and Drawings

- Plan sets (Sammamish template coversheet required for new structures)
- Site Plan
- Construction Stormwater Pollution Prevention Plan (CSWPPP)

When Drainage Review is Required the Following Items May Also Be Required

- Technical Information Report or Written Drainage Assessment
- Simplified Drainage Plan (use of template is not required) or Engineered Drainage Plan with [Standard Plan Notes](#)
- [Draft Declaration of Covenant and Grant of Easement](#) (must be recorded prior to permit issuance)
- [Exhibits for the Draft Declaration of Covenant and Grant of Easement](#)
- [Draft Single Family Residential \(SFR\) Low Impact Development \(LID\) Stormwater Facility Information Form](#)
- Supporting Documentation (geotechnical report, etc.)