

# RESIDENTIAL ADDITION SUBMITTAL CHECKLIST

## Overview

Getting a permit requires review of many different documents, all of which are detailed in this checklist.

If you are unsure about any potentially applicable submittal items (included on pages 2 and 3 of this checklist), please email [PermitTech@Sammamish.us](mailto:PermitTech@Sammamish.us) or submit for Project Guidance.

## Code Reference

Application Requirements &  
Permit Fees

SMC 16.20.215

## Online Resources

[www.MyBuildingPermit.com](http://www.MyBuildingPermit.com)

Guides & Tip Sheets

Project Guidance

Sammamish Property Tool

Applications & Forms

## Questions?

Submit Project Guidance

Email the Permit Center

### City of Sammamish

801 228<sup>th</sup> Ave SE  
Sammamish, WA 98075  
[www.sammamish.us](http://www.sammamish.us)

## ABOUT THE RESIDENTIAL REMODEL CHECKLIST

Please include all the necessary documents to create a complete submittal package and get you through the review process as quickly as possible.

Please note that demolitions, pools, retaining walls, and detached structures require submittal of a separate demolition or building permit.

## ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on [MyBuildingPermit.com](http://MyBuildingPermit.com).
- 2 Select "Apply For Permit". Then select "Sammamish" as the jurisdiction.
- 3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>
Building	Single-Family Residential	Remodel
- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.

# SUBMITTAL CHECKLIST: RESIDENTIAL REMODEL

## REQUIRED SUBMITTAL ITEMS

The below items are required for all Single-Family Residence Addition Applications. A PDF of each document is required at the time of submittal.

Please label files as numbered and listed: (for example: *Critical Area Affidavit*)

- ☐ Acceptance of Financial Responsibility - Affidavit of Applicant Status
- ☐ Historic Resources Affidavit
  - Properties listed on the Historic Resources Inventory are mapped within the HistoricResources2020 layer on the [Sammamish Property Tool](#).
- ☐ Legal Description for parcel(s) related to the building permit application
  - Look up the address on [King County iMap](#).
- ☐ Plan Set
  - Show as-is and proposed
- ☐ Project Narrative (detailed description of proposed work)
- ☐ [Residential Fixture Count Form](#)

## POTENTIALLY APPLICABLE ITEMS

The following items may be required, as determined by the City.

[Project Guidance](#) can help determine if any items are relevant. Upon review of an application, any of the following may be requested as part of a correction letter by the City.

**If any of the below items were listed as necessary as part of [Project Guidance](#), a [Pre-Development Consultation](#), or a [Pre-Application Conference](#), they must be included with the initial submittal.**

- ☐ Certificate of Future Sewer Connection
  - For properties proposed to be served by an on-site sewage (septic) system and/or private well, a Future Sewer Connection Agreement must be filed with Sammamish Plateau Water or the Northeast Water & Sewer District.
- ☐ Sewer Availability Certificate
  - Provided by Sammamish Plateau Water or the Northeast Sammamish Water & Sewer District. If on septic, Preliminary Septic Approval by Public Health - Seattle & King County may be provided in lieu of a Sewer Availability Certificate.
  - Required when the proposed project exceeds 50% of the assessed value of the property, or the project includes additional plumbing fixtures. Generally, calculated by bedroom count.
- ☐ Structural Calculations

**Potentially Applicable Items continued on next page**

## SUBMITTAL CHECKLIST: RESIDENTIAL REMODEL

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### POTENTIALLY APPLICABLE ITEMS CONTINUED

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- ☐ Water Availability Certificate
    - Provided by Sammamish Plateau Water or Northeast Sammamish Water & Sewer District.
    - Required when the proposed project exceeds 50% of the assessed value of the property, or the project includes additional plumbing fixtures, or fire sprinklers.
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- ☐ [Water Meter Sizing Form](#)
    - Required when there is an increase in the number of plumbing fixtures for properties served by Sammamish Plateau Water only.
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