

RESIDENTIAL REMODEL SUBMITTAL CHECKLIST

Overview

Getting permits to update and remodel a home requires a variety of documents. Please include all the necessary documents to have a complete submittal package, to get you through the review process as quickly as possible.

If you are unsure about any potentially applicable submittal items, please email PermitTech@Sammamish.us or submit for [Project Guidance](#).

Code Reference

SDC 21.09.010.F

Online Resources

www.MyBuildingPermit.com

[Guides & Tip Sheets](#)

[Project Guidance](#)

[Sammamish Property Tool](#)

[Applications & Forms](#)

Questions?

PermitTech@sammamish.us

ABOUT THE RESIDENTIAL REMODEL CHECKLIST

The checklist includes two sections. The first section includes submittal items that are required for all new single-family residence permit applications. A separate PDF of each document is required at time of submittal.

The second section includes submittal items that may be applicable to select residential remodel permit applications.

Please include all the necessary documents to have a complete submittal package, to 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.
- 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	
<input type="checkbox"/>	Affidavit of Applicant Status & Acceptance of Financial Responsibility
<input type="checkbox"/>	Plan Set
<input type="checkbox"/>	Project Narrative <i>A written description of the scope of work. This narrative should include all structures to be demolished, trees to be removed, size of the new residence, number of bedrooms, number of bathrooms, location of mechanical equipment (such as heat pumps or a/c units), and any other relevant information.</i>
<input type="checkbox"/>	Residential Fixture Count Form
<input type="checkbox"/>	Historic Resources Affidavit <i>Properties listed on the Historic Resources Inventory are mapped within the HistoricResources2020 layer on Sammamish Property Tool.</i>
<input type="checkbox"/>	Legal Description

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POTENTIAL APPLICABLE ITEMS

The following items may be required, as determined by the City of Sammamish. Project Guidance can help ascertain if any are relevant.

If any of the following were listed as necessary as part of a Project Guidance, Pre-Development Consultation, or Pre-Application Conference, it must be included with the initial submittal.

Upon review of an application, any of the following may be requested as part of a correction letter by the City.

☐ Structural Calculations

☐ [Traffic Concurrency Certificate](#)

Required when proposed project includes an attached Accessory Dwelling Unit.

☐ Certificate of Sewer Availability (from Sammamish Plateau Water & Sewer District or Northeast Sammamish Water & Sewer District)

or

Preliminary approval by the King County Department of Public Health

Required when proposed project exceeds 50% of the assessed value of the property, or the project includes additional plumbing fixtures. Generally, calculated by bedroom count.

☐ Certificate of Future Sewer Connection

For properties located within the City that are 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 & Sewer District or Northeast Sammamish Sewer & Water District.

☐ Certificate of Water Availability (from Sammamish Plateau Water & Sewer District or Northeast Sammamish Water & Sewer District)

Required when proposed project exceeds 50% of the assessed value of the property, or the project includes additional plumbing fixtures, or fire sprinklers.