

RESIDENTIAL REMODEL 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 or submit for Project Guidance.

Code Reference

Application Requirements & Permit Fees
SMC 16.20.215

Online Resources

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 228th Ave SE
Sammamish, WA 98075
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.
- 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

POTENTIALLY APPLICABLE ITEMS CONTINUED

- 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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